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AUTHOR Devine, Marie E.
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ABSTRACT

Intended for use by undergraduate students in a required course, Bibliography 101, at the University of North Carolina at Asheville, this manual is designed to teach the fundamentals of doing research in the library. A brief preface and a glossary of useful terms are followed by an introduction to library research which discusses strategies and primary and secondary sources, and provides a checklist for research paper documentation. Individual chapters cover reference works and their use; how to locate books using bibliographies; how to locate books on library shelves using a classification system and a card catalog; how to use specialized indexes to locate parts of books, such as individual essays, short stories, plays, poems, and speeches; periodical and newspaper indexes; government publications; and how to evaluate sources. An appended bibliography lists style manuals in several categories--general, history, science and technology, engineering, social sciences, business and management, critical reviews, and music--as well as seven research guides and nine guides to English usage. (BBM)

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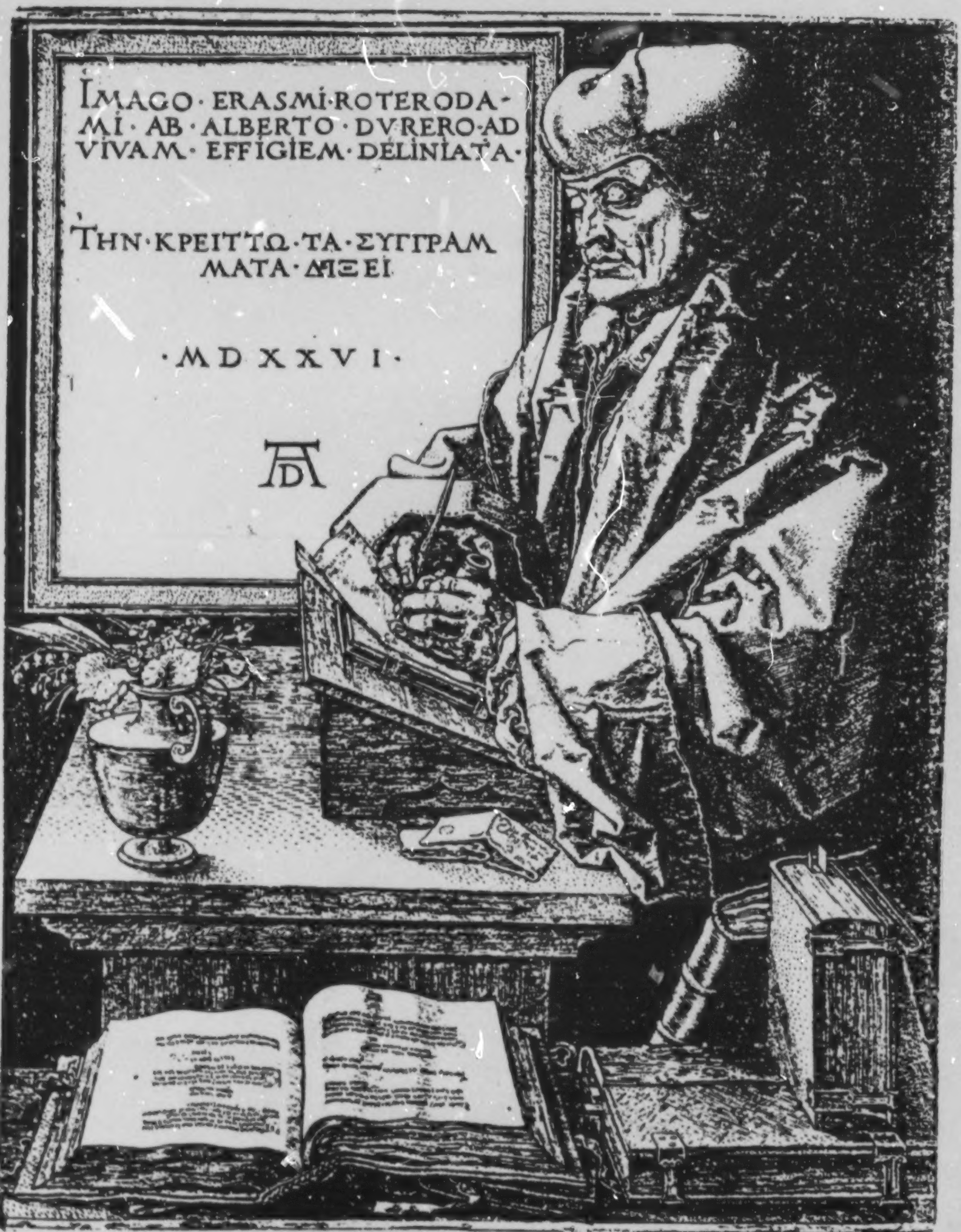
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GUIDE TO LIBRARY RESEARCH

A Basic Text for the Undergraduate

by

Marie E. Devine, Ph.D.
Instructional Services Librarian
Ramsey Library
University of North Carolina at Asheville

2nd Edition
1983

Dedicated to the students of Bibliography 101, whose presence in the course is mandatory but whose enthusiasm and, occasionally, friendship are unlooked-for gifts.

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PREFACE

The course you are now taking is designed to teach you the fundamentals of doing research in your library.. It will probably surprise many of you to learn that you are missing much useful material because of faulty research techniques. Some of you may be restricting yourselves to books found only through the card catalog or through browsing. Others have no idea how to conduct an efficient search strategy. Many of you do not make the most productive use of periodical indexes or have no idea how to locate a government document. Through this course you will acquire the skills necessary to use the resources of this library--or any other library--in an efficient and productive manner.

This course is not designed to make you "mini-librarians." Despite the large amount of factual material to be covered, you will be learning only basic strategies and acquiring only fundamental skills. Those of you who will go on to do research in an upper-division subject course will later have to acquire the techniques for using the specialized tools of your particular discipline, such as Biological Abstracts, although it is conceivable that you may begin using such tools in the process of doing your Project for this course.

We at the Ramsey Library hope that you will benefit from this course and that the skills you acquire will enable you to find information on any subject you choose, whether for a course of formal study or for personal enlightenment.

USEFUL TERMS

Abstract - 1) A brief summary of a document, article, book, or thesis.

2) An index providing such summaries, such as Psychological Abstracts.

Acronym - A word formed from the initials of other words (e.g. NATO, from North Atlantic Treaty Organization.)

Added Entry - Any term EXCEPT THE MAIN ENTRY for which there are cards in the catalog. Added entries can be editors, translators, titles, subjects, and series. They are represented by tracings at the bottom of each catalog card. See also main entry, tracing.

Annotated bibliography - A bibliography that has notes describing and sometimes evaluating the contents of material listed.

Annotation - A note accompanying an entry in a bibliography or catalog, intended to describe or evaluate the work cited.

Anthology - A collection of selections from the writings of one or more authors (e.g., an anthology of poetry, of essays, etc.)

Bibliography - (1) The art or science of the description and history of books (their physical make-up, authorship, printing history, etc.). (2) Loosely, the science of books. (3) A list of material, print or non-print, on a given subject or by a given author; the literature of a subject--e.g., the bibliography of Physics.

Call number - Combination of letters and numbers unique to each book; identifies the place of that book on the shelves. Call numbers are composed of 3 main elements:

classification letters: BF = Psychology

classification number. which groups the book by subject (e.g., 698: Personality).

author number, assigned on the basis of author's last name (e.g., S2.36: Nevitt Sanford).

Therefore: BF is the call number for Sanford's book
698 Self and Society
S2.36 title letter

Occasionally a date, title number, or volume number is added to the basic call number to distinguish printings, titles, or, in multi-volumed sets, volume number.

BF	BF	PZ	fiction in English
698	698	3	
S2.36	S2.36	D5.5	by Charles Dickens
1956	v.3	Ni 2	Nicholas Nickleby

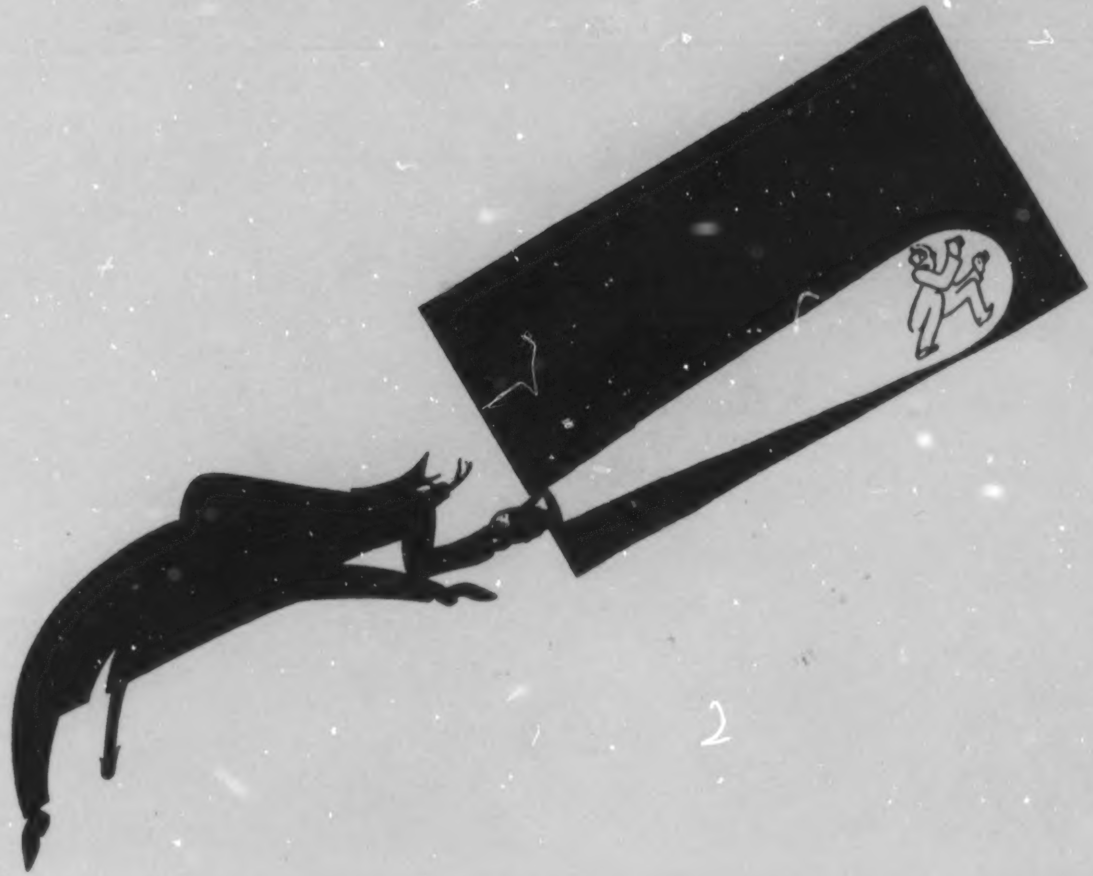
Citation -	To cite a publication is to refer to that publication as a source of information, either in a bibliography or an index, such as the Reader's Guide to Periodical Literature. Bibliographic citations for books must include all publishing information: author or editor, title, place of publication, publisher, and date. Citations for periodical articles usually include: author, title (in quotation marks), name of periodical, volume, pagination, and year, with some variation, depending on whether the periodical is published monthly or weekly or has continuous pagination. In your Course Project, the instruction "to cite" means to give the correct bibliographic citations for the book, reference work, or bibliographic tool in which you found your information and for the titles of books and periodical articles on your subject.
Collation -	That part of a catalog card which describes the number of volumes (or pages) in a book, illustrations, and size.
Concordance -	Alphabetical index of words showing the places in the text of a book or of an author's works in which each word may be found. There are biblical concordances and concordances to the works of important writers, such as Shakespeare.
Corporate author -	Any society, institution, government department, bureau, or other organization which issues works under its name or by its authority.
Imprint -	The name of the publisher and the city and date of publication of a book or other printed work.
Interlibrary Loan -	A system by which one library can borrow publications (either in the original or in photoduplication) from another library.
Main entry -	(1) The entry under which the main catalog card is filed; can be a personal name, a corporate name, or in the case of anonymous works and periodicals, a title. In most cases, the main entry will be a personal name, e.g. Jones, Robert. (2) The main catalog card itself,

	which gives all information necessary for the complete identification of a work.
Online bibliographic retrieval -	The process of searching indexes and abstracting tools directly by computer instead of in the printed index. The result is a custom-designed bibliography containing citations for books, articles, and other material.
Quarto (q) - Folio (f)	Two size designations for oversize books. In this library, quartos are approximately 11 to 15 in. high; folios are 15 in. or more high. The letters q. and f. preceding a call number indicate that the books are on the oversize shelves.
See reference -	A direction in an index or a card catalog that refers you from one subject to a related heading (e.g.,"Seven deadly sins" see "Deadly sins"). Sometimes called "cross reference" or "x reference."
See also reference -	A direction in an index or a card catalog that refers you from one subject to a related subject (e.g., "Cactus," see also "Peyote.")
Series -	A number of separate works related to one another in subject and having a collective title. The Oxford History of English Literature and the Smithsonian Contributions to Anthropology are both examples of series.
Subject Heading -	A word or group of words under which all material dealing with a given subject is entered in an index, catalog, or bibliography.
Tracing -	The record on a main entry catalog card of all the other headings (personal and corporate names, subjects, titles) under which the work is represented in the card catalog. The tracings are listed at the bottom of each catalog card.
Union catalog -	An author or subject or title catalog listing the holdings of a group of libraries. A periodical union list, such as the Union List of Serials, is an alphabetically-arranged title catalog showing which libraries own certain journals.

CHAPTER 1: THE RESEARCH GAME

"It is a capital mistake to theorize before one has data."

Sherlock Holmes ("The Crooked Man")
as quoted by Sir Arthur Conan Doyle



They sought it with thimbles, they sought it with care;
They pursued it with forks and hope;
They threatend its life with a railway share;
They charmed it with smiles and soap.

The Hunting of the Snark
(Fit V, stanza 1)

Like the hapless searchers for Lewis Carroll's Snark, you may be looking for something--specifically, information in a library--in the wrong way. Just as railway shares were no help in capturing the elusive beast, so may your methods of searching for information fail to produce much useful material. Above-average intelligence does not guarantee you success as a library researcher. To work with ease and confidence among a library's resources, you must have a thorough knowledge of how library materials are organized and how they are located.

Whenever you need to find material in a library, consider your search as a kind of exercise in problem-solving. Ask yourself the following basic questions:

1. WHAT KIND OF INFORMATION DO I NEED? Do I want statistics? historical information? current newspaper and magazine articles? Brief overviews of a topic? biographical information? dates? definition? maps? lists of books? names and addresses? poems? critical articles about a literary work?

2. HOW MUCH INFORMATION DO I NEED?

Am I doing a major research paper that requires twenty references or am I writing a short expository paper that needs only two or three supporting kinds of documentation? Don't gather so much material that you become swamped with evidence and have no time to think about the thesis and organization of your paper or report. Be sure to ascertain from your professor whether the paper requires certain kinds of printed documentation. Some professors want a definite number of books, periodical articles, or newspaper articles in the bibliography for an assignment.

Make sure you understand the distinction between PRIMARY and SECONDARY sources of information. A PRIMARY source is evidence that is contemporaneous with an event. A SECONDARY source is a study written subsequent to an event. For example, a diary of a Confederate soldier kept during the fight would be a primary source for information on the Battle of Gettysburg. Books and articles written about Gettysburg by historians are considered secondary sources.

3. ARE THE SOURCES I'VE CHOSEN APPROPRIATE FOR MY TOPIC?

Once you have chosen your library materials, you must evaluate them according to how useful they will be in documenting your research paper. Are the sources dated appropriately? For contemporary topics and current events, you will need material as up-to-date as possible. In practice, this usually means newspaper and current magazine articles. If you are working on a historical subject, you will need written sources from that particular time period, as well as subsequent secondary sources written years after the event. For example, you could not write an accurate account of the bombing of Hiroshima and Nagasaki without reading contemporary newspaper and magazine accounts, but you would also need scholarly articles written later in order to put the subject in historical perspective.

Remember to compare the types of treatment presented in your written sources. Some articles are scholarly, in-depth presentations of a subject. Often these articles will have footnotes that will lead you to further reading about your subject. Articles appearing in the more popular magazines, such as Time and The Rolling Stone lack this supporting documentary evidence. Some popular magazines, such as Harpers and the Atlantic, will treat subjects in greater depth than other magazines, despite their lack of footnotes. Your choice of scholarly or popular presentations will depend both on your subject and on the level of paper you are writing. You do not need to read the complete Watergate hearings to write a five-page paper on ex-President Nixon's last year in office.

4. ARE MY SOURCES AUTHORITATIVE?

Question the authoritativeness of your authors. Just because something is in print does not mean that it is automatically accurate, thorough, or unbiased. There are printed aids to help you judge your sources. Book reviews can help you evaluate the material and accounts of an author's qualifications in standard biographical dictionaries can help you judge the qualifications of your authors. In the end, however, the final judgment must be your own.

KEY FACTS

Libraries contain a wide assortment of print and non-print material. It is your responsibility to choose which items best suit the requirements of your topic. These items will certainly include more than just books found through the card catalogs. In fact, some subjects will require that you use only journal articles and newspapers; For others, only federal and state government documents can provide the best source of facts. You cannot choose research sources intelligently until you are aware of all the possible types of resources in a library. There are, however, strategies for discovering these types. Keep in mind the following six principles:

1. Library books are arranged in a logical and coherent manner on the shelves by special combinations of letters and numbers called CALL NUMBERS. These CALL NUMBERS reflect the subject of the book. Most U. S. public and college libraries arrange their books by one of two classification schemes: Dewey Decimal or Library of Congress. Learn which system your library uses and on what floor your favorite subjects are kept.

2. All libraries have catalogs that list books in the collection by

author, title, and, for non-fiction, subject. Sometimes this catalog is represented by cards filed in drawers. Other libraries will have their card catalog reproduced on flat pieces of microfilm, call microfiche. Still others will let you search the catalog on easy-to-use computer screens. The type of material included in the catalog varies from library to library. All libraries will include listings for every book owned, but some libraries will have separate catalogs or computer-printed lists for journals or separate catalogs for government documents or non-print media.

3. All libraries will have INDEXES that list journal, and newspaper articles by author and subject every two weeks. Such an index is the Reader's Guide to Periodical Literature, which provides lists of articles in nearly 200 popular magazines. Other indexes provide subject and author guides to journal articles, books, and research studies in specific disciplines such as psychology, art, and history. Some of these indices even provide summaries of the contents of the books and articles they list. These summaries, called ABSTRACTS, can help you decide whether a book or article is going to be useful for your research. There are dozens of such indexes published, some dealing with a wide variety of general subjects and some only with specific topics. Just remember that these indexes tell you only what articles have been published. They do not indicate that your own library owns these journals.

4. Other types of indexes will list poems, plays, essays, short stories, novels, criticism, and speeches published in book form. Some will list book reviews published in newspapers and magazines. All of these specialized indexes will lead you to sources not listed in the card catalog.

5. Entire books, called BIBLIOGRAPHIES, exist that will give you the titles of books and other print and non-print material on given subjects, such as divorce, or about specific individuals, such as Richard Nixon.

6. INTERLIBRARY LOAN enables you to request books and photocopies of journal articles from other libraries.

EVALUATIVE CHECKLIST FOR RESEARCH PAPERS

When you have completed the first draft of your research paper, ask yourself the following questions:

1. Have you appropriately narrowed your topic to manageable size?
2. For your overview, have you consulted subject encyclopedias or handbooks (if available)?
3. Have you used the most accurate L.C. subject headings when checking the card catalog?
4. Have you chosen the most appropriate reference books for your topic?
5. Have you consulted subject periodical indexes and abstracts, when appropriate, rather than just general indexes and abstracts?
6. Have you used the most accurate subject headings in periodical and newspaper indexes, abstracts, and bibliographical tools?
7. Is your material appropriate to a college-level paper in complexity and sophistication of content and treatment?
8. Is your material cited sufficiently specific for the topic chosen, or is it too general?
9. Are there a sufficient number of primary sources (when appropriate)?
10. Are there sufficient secondary sources?
11. Are the forms of the bibliographical citations consistent with accepted usage?
12. Are the footnote forms consistent with accepted usage?

CHAPTER 2: REFERENCE WORKS AND THEIR USE

"A man should keep his little brain attic stocked with all the furniture that he is likely to use, and the rest he can put away in the lumber room of his library, where he can get it if he wants it."

Sherlock Holmes ("Five Orange Pips")
as quoted by Sir Arthur Conan Doyle

REFERENCE

"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it."

Samuel Johnson

Samuel Johnson, the great 18th-century lexicographer and critic, here might have been inadvertently describing the function of the reference collection. Each of us is an expert in one or more ways; each of us possess a direct knowledge of many subjects. Yet even those who are professionals in their disciplines need Dr. Johnson's second type of knowledge: the ability to find specific information on a subject through the use of print and non-print sources. The physician needs to search pharmaceutical manuals to learn the composition of new drugs. The sociologist must consult statistical compilations to gather factual data.

Indeed, there is no one so learned that he or she does not need to use special kinds of books to locate factual details. These books are called "reference books" because they are "referred" to only for a specific and discreet item of information. We all have reference books in our homes. Not only dictionaries and encyclopedias, but also telephone directories, appliance care handbooks, car repair manuals, and even cookbooks are reference books in that we consult them only to find specific facts. By formal definition, a reference book is a "book designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively." (ALA Glossary of Library Terms) However, any book can be used as a reference book if it is consulted for specific facts, such as a formula in physics or the date of the Versaille Treaty.

Libraries keep their reference books in a special collection that cannot be taken out of the building. Reference books cannot be borrowed, because they are not meant to be read consecutively and must be available to all the library's patrons who need them. Books in the reference collection give you a vast amount of information. They are the first place to look for certain kinds of facts, such as:

1. Statistics
2. Names and addresses of people and organizations
3. Maps
4. Definitions of words
5. Short articles briefly describing a subject or concept.
6. Summaries and overviews of a subject.

7. Quotations by certain authors or about certain subjects

8. Dates

9. Biographical information on people living or dead

10. Formulae and tables in the sciences

There are literally thousands of works of reference in print. How do you choose which ones you need? Remember two key principles:

1. Decide what type of information you need?

2. Choose the reference sources that will give you that particular type of information.

TYPES OF INFORMATION PROVIDED BY REFERENCE WORKS

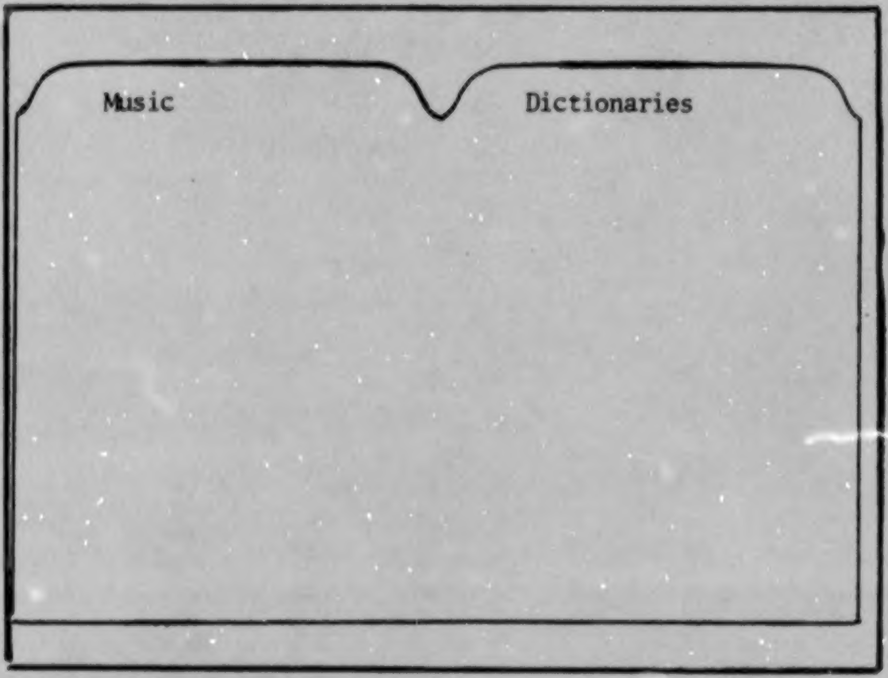
Reference books are easily reducible to major categories, depending on the types of information they provide:

	Type of Information	Type of Reference Source
1.	Long articles on subjects	Encyclopedias
2.	Short (1-3 paragraphs) articles	Handbooks and manuals
3.	Biographical information	Biographical dictionaries Biographical directories
4.	Definitions of words	Dictionaries
5.	Statistics	Almanacs Statistical yearbooks
6.	Dates	Historical tables Chronologies Yearbooks
7.	Names and addresses of people and organizations	Directories Registers
8.	Outlines of basic facts	Outlines and syllabi
9.	Lists of books and articles about persons or subjects	Bibliographies Bio-bibliographies
10.	Brief facts	Almanacs

	Type of Information	Type of Reference Source
11.	Maps	Atlases
12.	Geographical facts	Gazetteers Geographical dictionaries Atlases
13.	Outlines and summaries of historical events over time	Historical tables Chronologies Yearbooks
14.	Quotations	Books of quotations Concordance
15.	Etymologies	Dictionaries
16.	Formulae and tables	Handbooks and manuals Tables

HOW TO FIND A REFERENCE BOOK

Each kind of reference book can be located through the subject card catalog by checking the subdivisions of major topics. First, locate your subject on the tabbed cards filed on the LEFT HAND SIDE of the drawers. Once you have done this, check through the tabbed cards on the RIGHT HAND SIDE of the drawers. These right-hand tabbed cards represent SUBHEADINGS of MAIN TOPICS:



The subheading you want depends on the kind of reference book you need. Examples of reference subheadings would be terms such as Dictionaries, Handbooks, Directories, and Yearbooks. The following examples illustrate the types for reference material:

MAIN HEADING	SUBHEADING
(Tab at Left Hand Side of Drawer)	(Tab at Right Hand Side of Drawer)
Art	Almanacs Bibliography Bio-Bibliography Chronology Dictionaries Directories Handbooks, Manuals, etc. Outlines, Syllabi, etc. Yearbooks
France	Biography Dictionaries and encyclopedias Gazetteers History--Chronology Maps Registers Yearbooks
London	Dictionaries and encyclopedias History--Chronology
Physics	Manuals, text-books, etc. Tables, etc.
Jews	Biography Dictionaries and encyclopedias
Artists	Biography

EXPLANATION OF CATALOG SUBHEADINGS

Dictionaries; Encyclopedias

The subheadings: DICTIONARIES
DICTIONARIES AND ENCYCLOPEDIAS

are used for both dictionaries and encyclopedias. The only difference between the two forms of subheading is this: the heading "Dictionaries and Encyclopedias" is used only after the names of geographical places (e.g., France--Dictionaries and Encyclopedias; New York--Dictionaries and Encyclopedias) or after the names of ethnic groups (Jew--Dictionaries are encyclopedias; Gypsies--Dictionaries and Encyclopedias). After all other headings, look for the plain term "Dictionaries" (Music--Dictionaries).

CURSES!

In the early Middle Ages, many monastic libraries protected their manuscripts with "book curses" designed to frighten the covetous from stealing the monks' precious books. Here is a typical curse on any thief unwise enough to steal a copy of the Bible:

LET HIM DIE THE DEATH.
LET HIM BE FRIZZLED IN A PAN.
MAY THE FALLING SICKNESS AND
FEVER RAGE IN HIM.
LET HIM BE BROKEN ON THE
WHEEL AND HANGED.
AMEN.

COULDN'T I JUST PAY A FINE?

	Need	Use subheadings
REMEMBER:	Encyclopedia	Dictionaries Dictionaries and encyclopedias

Dates and Historical Summaries

general

Main Heading	Subheading
Chronology, Historical	
Chronology, Historical	Tables
History	Yearbook

for an historical period

Main Heading	Subheading
History, Ancient	Chronology
Middle Ages	Chronology
Renaissance	Chronology

for a person

Main Heading	Subheading
Wagner, Richard, 1813-1883	Chronology

for a geographical region

Main Heading	Subheading
London	History--Chronology
Italy	History--Chronology

Quotations of One Author

Main Heading	Subheading
Blake, William	Quotations
Shakespeare, William	Quotations

Indexes of words in the writings of one author or in the text of one book

Main Heading	Subheading
Blake, William	Concordances
Bible	Concordances
Koran	Concordances

ALBERT KNER

Quotations: many authors

QUOTATIONS

	Subheading
General Dictionaries	
Encyclopedias and Dictionaries	
General Encyclopedias	
Encyclopedias and Dictionaries	
Foreign-Language Dictionaries	
French language	Dictionaries
Italian language	Dictionaries
Foreign Language/English Dictionaries	
French language	Dictionaries--English
Italian language	Dictionaries--English
General Biography	
Biography	
Almanacs	
Almanacs	
Atlases	
Atlases	

As you can see from the above examples, reference books that deal with aspects of specific subjects such as Music or Art or with specific geographical areas (France, Italy) or with specific persons (Darwin, Shakespeare) are designated in the subject card catalog by SUBDIVISIONS of main headings; other reference books are designed by MAIN HEADINGS alone. Examples of these MAIN HEADINGS would be:

ALMANACS
ATLASES
BIOGRAPHY
CHRONOLOGY, HISTORICAL
ENCYCLOPEDIAS AND DICTIONARIES
QUOTATIONS

TYPES OF REFERENCE BOOKS EXPLAINED

From the previous list, you can see that there is a wide variety of reference material available in any library. Before you can choose which kinds of reference material suit your research topic, you must become acquainted with the sorts of information each type of reference book provides. Many of the categories of reference material overlap each other. For example, if you are looking for geographical information, you can find it in several places: in atlases, which are collections of maps; and in gazetteers and geographical dictionaries, both of which give descriptions of geographical features, but without maps. Bear in mind that frequently there will be more than one kind of reference book that can answer your question. We will discuss the various categories of reference books by discussing the kinds of material to be found in each type.

LONG ARTICLES ON SUBJECTS: ENCYCLOPEDIAS

Encyclopedias contain articles giving overviews of topics. Most encyclopedias are multi-volumed sets, such as the thirty-volume Encyclopedia Americana. Other encyclopedias are in one-volume, such as the New Columbia Encyclopedia. The word encyclopedia comes from two Greek words that can be roughly translated as "general education." This is an apt name, in that encyclopedias attempt to tell you basic facts about all subjects or about a selected subject. Since encyclopedias are arranged in alphabetical order, you can frequently find articles by turning to the volume in the appropriate letter range for your subject. Be warned, however: many topics are treated as part of a larger subject. For example, an article on the battle of Waterloo might appear in the article on Napoleon, not in the "W" volume. Always consult the index of a multi-volume or of a single-volume encyclopedia. Also note that most encyclopedia articles are signed either with the author's full name or with initials. If an article is signed with initials, you will have to look up the full name in the "List of Contributors" section which appears in either the first or the last volume of the set.

There are two types of encyclopedias: GENERAL ENCYCLOPEDIAS, which attempt to cover all subjects from A to Z and SUBJECT ENCYCLOPEDIAS, which present articles on a specific subject (such as art or music) or a group of interrelated subjects (such as the social sciences). Both subject and general encyclopedias will give you the salient facts about any subject or person of importance. Some general encyclopedias, although treating of every subject, will reflect the ideas and interests of a specific cultural or ethnic or religious group. For example, the Great Soviet Encyclopedia, in a thirty-volume translation of the official Soviet state encyclopedia and is a unique source of information on Soviet history, culture, and political doctrine. The Encyclopedia Judaica and the New Catholic Encyclopedia are especially strong on matters pertaining to Jewish and Roman Catholic history and customs. When a general encyclopedia such as these two treats of any subject, that subject is colored by the system of beliefs that the particular ethnic or political or religious group espouses.

Subject encyclopedias, such as the International Encyclopedia of the Social Sciences or the McGraw Hill Encyclopedia of Science and Technology, give detailed and unusually authoritative overviews written by recognized scholars. The bibliographies for further reading at the end of articles in subject encyclopedias are unusually more comprehensive than those in general encyclopedias, often including journal articles as well as books. Writers of articles in subject encyclopedias usually assume some prior knowledge of the discipline on the part of the reader. For this reason, such articles often contain technical and specialized vocabulary, with no attempt made to explain these terms in the language of the non-specialist. It is often advisable to consult a subject dictionary to find the meanings of these specialized terms. If you know nothing whatsoever about your topic and are unfamiliar with its special terms, you had better begin searching for information in a general encyclopedia before turning to a subject encyclopedia to get information in depth.

As a general rule, the three differences between general and subject encyclopedias are that:

1) subject encyclopedias have longer, more comprehensive articles

2) subject encyclopedias contain articles that are more authoritative than those in general encyclopedias

3) subject encyclopedias give longer, more comprehensive bibliographies

These three differences, however, work only as general principles. Depending on the authoritativeness and the size of the subject encyclopedia, an article in a general encyclopedia might provide more information than an article on the same subject in a one-volume subject encyclopedia.

Note: Do not be misled by the names of encyclopedias. Some of the best encyclopedias do not have that word in their title. Examples are the New Grove Dictionary of Music and Musicians, the Dictionary of American History, and the Dictionary of the History of Ideas.

SHORT ARTICLES ON SUBJECTS: HANDBOOKS AND MANUALS

Occasionally you need only a brief amount of information about someone or something, just a few paragraphs to identify and describe a subject. In that case, your best choice of reference source will be a handbook or manual. Both handbooks and manuals are one-volume compilations of the basic facts about a discipline, such as physics or music or Italian painting. While the information given in handbooks and manuals is short and concise, it is thoroughly detailed, accurate, and authoritative.

Handbooks and manuals are the best places to look to identify people, movements, and key terms connected with a subject. They exist for all disciplines. A particularly fine series of handbooks devoted to the humanities is the Oxford Companion Series published by Oxford University Press. There are Oxford Companions to practically every division of the humanities, from the Oxford Companion to Art to the Oxford Companion to the Theatre. Volumes exist for American and English literature, for French, Spanish, and German literatures, for classical literature, and for art, American history and music. There are even Oxford Companion volumes to the film, to law, to the decorative arts, to world sports and games, and to ships and the sea. All told, a thoroughly useful series and a model of what handbooks or manuals should be.

Again, do not be misled by titles. Not all handbooks and manuals will call themselves by such names. As we have seen, the Oxford Companion series does not mention the term "handbook" or "manual" at all in its title. Some handbooks and manuals call themselves "guides" while others are entitled "almanacs" or even "yearbooks." For example, The Negro Almanac is a fact-filled record of black achievement, past and present. It presents essays, tables, statistics, and illustrations about black life. Information on federal, state, and city governments can be found in a variety of handbooks and manuals, from the United States Government Manual (federal government) to the North Carolina Manual (state) to the Municipal Year Book (major U.S. cities) and the Asheville City Directory.In addition, the Congressional Quarterly Almanac, which summarizes Congressional activity and The Book of the States provide further information on the workings of federal and state governments. Few of these works actually have the work "manual" in their titles. Neither does The Essential Guide to Prescription Drugs. But all these titles are handbooks or manuals in that they present concise information on a specific topic, even one as broad as the workings of government. What matters is the type of information provided. not the formal title of the reference work itself.

Remember to be flexible in your approach to finding short articles. The "Micropaedia" (first 10 volumes) section of the new Encyclopedia Britannica contains brief articles on subjects and people. While many of these articles are later expanded into full-length encyclopedia entries in the major 19-volume set, these first 10 volumes are in themselves a treasure-trove of concise information. One-volume encyclopedias, such as the New Columbia Encyclopedia, also contain brief articles.

BIOGRAPHY: BIOGRAPHICAL DICTIONARIES AND DIRECTORIES

Biographical dictionaries and directories contain articles that give the salient personal and professional facts about people. There is a slight, but important distinction, between biographical dictionaries and directories. Biographical dictionaries exist solely to provide factual information about people's lives, whereas the main purpose of directories is to list the names and addresses of people or organizations. A directory may provide a summary of biographical facts, but it does not have to do so. Directories exist for most professions, such as medicine, law, architecture, and nursing. Some of these directories merely list their memebers's names and addresses; others, like the Directory of Medical Specialists, do provide biographical facts.

Except for universal biographical dictionaries such as Chambers's, that list all prominent persons, living or dead, regardless of nationality or time period, most biographical dictionaries can be divided into two main categories: those that list persons currently living and those that list only deceased persons. For example, the Who's Who in America series and its four regional counterparts, such as Who's Who in the South and Southwest, list only living Americans. When someone dies, that person's biographical sketch is removed from the current Who's Who volumes and placed in a retrospective series, such as Who Was Who in America or the Dictionary of American Biography. Most countries have their own version of Who's Who which gives biographical sketches for its most prominent citizens. Many such biographical dictionaries are in the language of the country (Wer is Wer? for Germany; Quem e quem no Brasil; Wie is dat? for the Netherlands). Others, while having English-language titles, do not have an English-language text. For example, the volume Who's Who in France is in French. Others have both title and text in English (Who's Who in Spain, Who's Who in Italy, etc.). Some biographical dictionaries for living persons are multi-national, such as International Who's Who and Who's Who in the World. Some biographical sources are restricted by vocation or profession (e.g., Who's Who in Boxing, Who's Who in Finance and Industry). Some by race or ethnic group: Who's Who Among Black Americans.

Retrospective biographical dictionaries give information for deceased subjects only. Many of these retrospective dictionaries are called "national biographies," because they give long and serious accounts of the lives of the historically prominent deceased citizens of a specific country. The two great English-language national biographies are the Dictionary of American Biography for the United States and the Dictionary of National Biography for the British Isles. France, Italy, and Germany also have scholarly national biographies for their historically important figures. Even Wales has one, though its title--Y Bywgraffiadur Cymreig--is impossible for a non-Welsh speaker to pronounce! (Luckily, there is an English translation.) In addition to the national biographies, there are numerous dictionaries of historical figures, such as the Biographical Dictionary of the Confederacy and Who Was Who in the Roman World.

Obituaries are another source for biographical information. Major newspapers such as the New York Times and the London Times publish long obituary notices for prominent people in the U. S. and abroad. Many of these obituaries, especially those for the London Times, give an overall perspective of the subject's life and achievements. To find obituaries in these newspapers, you must consult various specialized indexes. Of course, the New York Times Index, the central source for death notices appearing in that paper, lists all obituaries alphabetically by the subject's name under the heading DEATHS. Obituaries appearing in the New York Times between 1858 and 1968 have been indexed in a separate compilation entitled the New York Times Obituaries Index (1858-1968), with a supplement volume for 1969 to 1978. The three-volume set, Obituraries from the London Times is both an index to the obituaries that appeared in that newspaper between 1951 and 1975 and is itself a collection of actual Times obituaries for prominent people who died within that period. An annual series begun in 1980 and called Annual Obituary contains obituaries for significant persons who died during that year, regardless of country or occupation. There is also a monthly loose-leaf publication of the New York Times called the New York Times Biographical Edition. Begun in 1970, it contains photocopies of major biographical articles and obituaries from that newspaper.

It is not necessary to consult each biographical dictionary and directory separately to locate information about significant people. Certain master indexes exist which direct you to numerous biographical dictionaries at one time. The largest of these, with over three million entries, is called the Biography & Genealogy Master Index. It gives abbreviations for all the biographical dictionaries and directories in which an individual's name appears; these abbreviations are spelled out in full title form on the inside and back covers of the individual Master Index volumes. There is also a master index to all fourteen Who's Who publications, such as Who's Who in America, Who's Who in Religion, etc. The problem with these two master indexes is that their usefulness is limited by the fact that they can lead you to biographical works that appeared only up to the year of the publication of the master index. After that year, the biographical dictionaries must be consulted individually, year by year and edition by edition.

One important source of continuing biographical information is the Biography Index. Published since 1946, it is an index to biographical information in periodicals and books about all significant persons, living or dead, of any nationality. It indexes interviews, obituary notices, biographical and historical sketches, and, indeed, any type of biographical information, short or long, popular or scholarly.

DEFINITIONS AND ETYMOLOGIES: DICTIONARIES

Dictionaries are the first choice of books to consult for definitions and etymologies of words. They can be classified into three categories: language dictionaries, single-type dictionaries, and subject dictionaries. LANGUAGE DICTIONARIES can cover a single language (monolingual dictionaries), two languages (bilingual dictionaries, such as French-English, German-Spanish, Italian-Russian), or three or more languages. This latter type is known as a polyglot dictionary and gives the equivalent words in many languages. A polyglot dictionary, however, will often not give definitions, just words of parallel meaning in English, French, Russian, Italian, Spanish, or any other combination of languages. SINGLE-TYPE DICTIONARIES treat a special aspect of one language, such as slang, idioms, synonyms, or rhyme words. SUBJECT DICTIONARIES are analogous to subject encyclopedias in that they define the specialized terms used in a specific subject or discipline, such as law, music, or art.

Monolingual dictionaries exist for the languages of all countries. Some countries such as France, Italy, and Spain have national academies which are concerned with preserving the purity of their language and with keeping it untainted by foreign importations of words. These academies publish great national dictionaries that attempt to give the "correct" usage and eliminate all "incorrect" words, phrases, and expressions. The English language has been fortunate in that no attempt to regulate English by setting up a national academy has ever succeeded, although since the 17th century many scholars have advocated such a plan. Instead, contemporary lexicographers have tried to record the English language as it is actually written and spoken, being content to label usage according to its appropriateness in certain contests (e.g., slang, technical term, substandard). Until recently, the only restrictions in English-language dictionaries were those words and usages considered obscene or vulgar. Most modern dictionaries now include even these words. Language is not fixed and immutable, nor is there some ideal form of a language from which it is heretical to diverge. Rather, as Dr. Johnson said, "language is the work of man, of a being from whom permanence and stability cannot be derived."

Although monolingual dictionaries exist in all languages, it is English-language dictionaries with which we are most concerned here. They vary in size from unabridged to desk size, with graduations in between these extremes. Unabridged dictionaries contain between 450,000 and 600,000 entries and are sufficiently large that they cannot be carried with ease, but are usually kept on permanent dictionary stands. They attempt to include most of the words in current usage, with a broad selection of words no longer in current use, but found in past literature, plus technical terms, proper names, geographical place names, and other useful entries. They also contain appendices of miscellaneous information, such as lists of foreign words and phrases, biographical and geographical names, common scientific symbols, forms of address, and other facts--sometimes even the Morse code! Unabridged dictionaries have pictures in the text and also frequently contain maps as well as colored plates showing flags of the world, gemstones, species of animals, and other useful illustrations. Good examples of unabridged English-language dictionaries are Webster's New International Dictionary of the English Language, 2nd edition, which stresses conservative English usage, and its controversial successor, Webster's Third New International Dictionary of the English Language (1961 and later editions) which lists words and usages with little attempt to label them substandard or, as with the adjective "disinterested," to show corruptions of meaning. Semiabridged dictionaries contain from 180,000 to 300,000 words. They share many of the features of the unabridged, including illustrations. A good example of a semiabridged dictionary is the Random House Dictionary of the English Language. Abridged or desk size dictionaries are those most of us keep in our homes. They contain around 150,000 entries and are sufficient for the ordinary requirements of most reading and writing.

All dictionaries supply much more information about words than their meanings and origins. Other features include spelling, syllabification, stress and pronunciation, levels of usage (colloquial, obsolete, slang), synonyms, and capitalization. Many of the larger dictionaries give illustrative quotations that trace the historical development of a word's meaning and even a desk dictionary will include brief phrases illustrating the meaning of a word in context.

The two most important dictionaries for the history of the English language are the Oxford English Dictionary and Sir William Craigie's Dictionary of American English on Historical Principles. Both of these trace the history and development of the language through extensive quotations from the earliest known written appearance of a word to its latest meaning. The Oxford English Dictionary, or OED as it is known, contains 414,825 words and 1,827,306 quotations in its original twelve volumes and first (1933) supplement alone; further supplements, which began publishing in 1972, will contain another 50,000 words.. Hence the OED includes the history of most English words since 1150, although being essentially a dictionary that traces the historical development of English, it will not contain as many words in current usage as a large unabidged dictionary such as the Webster's Third New International. In addition to the OED and Craigie, there are specialized comprehensive dictionaries for the Scottish language, for Middle English (the language that preceded modern English) and for Old English, which preceded Middle English.

SINGLE-TYPE DICTIONARIES fulfill one single purpose. Examples of single-type dictionaries are those that list only slang, such as Wentworth and Flexner's Dictionary of American Slang, or that list the argot or jargon of one particular group, such as that of members of the underworld or of people in show business. Some single-type dictionaries list only rare words; others give only idioms or just the foreign words and phrases common to a language. Some give acronyms and abbreviations; some list obsolete words. Dialectical and regional dictionaries, which give the vocabularly and usage for a particular geographical area, such as the Midwest or Appalachia, are further examples. A work such as Fowler's Dictionary of Modern English Usage is another. A dictionary which gives only synonyms and antonyms is called a thesaurus; the most famous of this type is Roget's Thesaurus. There are even rhyming dictionaries that supply help to poets.

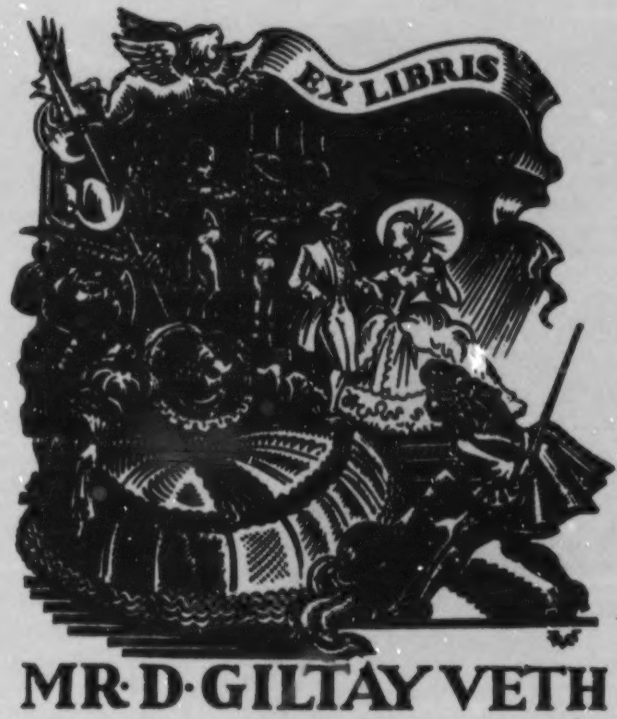
SUBJECT DICTIONARIES define the terms and concepts of a particular discipline, such as history, psychology, or accounting. Because they are restricted to one specific subject, these dictionaries can define their terms in greater depth, with greater precision, and with more authority than can a general dictionary such as Webster's. A subject dictionary does more than just define words. It discusses each term at length, frequently with illustrative examples. All good subject dictionaries also define their terms in a way that shows the organic relationship of each term to the subject as a whole. To see the difference between a general language dictionary and a subject dictionary, compare the two definitions of the term "appropriation" below, one taken from Webster's New Collegiate Dictionary and the other taken from Kohler's A Dictionary for Accountants.

ap-pro-pri-a-tion \ə-prō-prē-'ā-shən\ *n* **1 :** an act or instance of appropriating **2 :** something that has been appropriated; *specif* **:** money set aside by formal action for a specific use — **ap-pro-pri-a-tive** \-'prō-prē-āt-iv\ *adj*

← Webster's

Kohler's →

appropriation 1. An expenditure authorization with specific limitations as to amount, purpose, and time; a formal advance approval of an expenditure or class of expenditures from designated resources available or estimated to be available. An appropriation may vary in binding force from an expression of intent by the management of a business concern to a restrictive limitation by the legislature imposed on a government agency.
2. The amount of future expenditures so approved.
3. The document evidencing the act and the amount, describing the purpose, and giving essential particulars concerning the character of authorized future expenditures, as in the case of appropriations for capital assets.
4. A distribution of net income to various accounts. See *appropriation of net income*.
5. An earmarking of *retained earnings*; = *appropriated surplus*.
—*appropriate, v.t.*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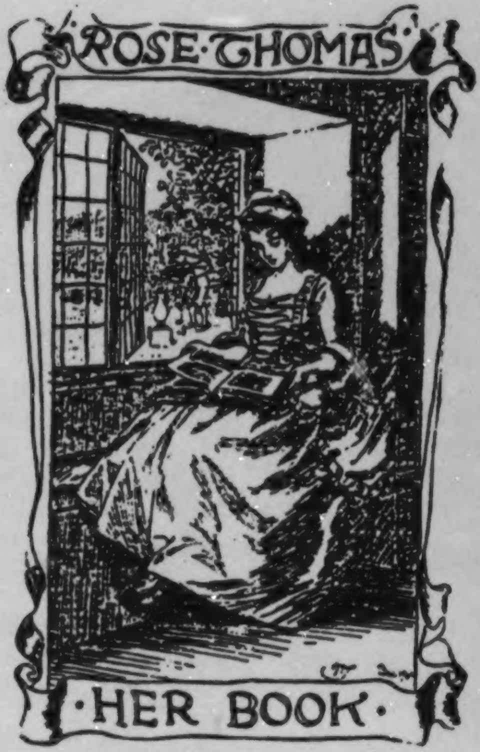

ROSE·THOMAS
·HER BOOK·

Not all dictionaries are deadly serious. Some are even fun to read. For example, have you ever foozled? Or had a quap? Or bought a quab for dinner with some qursh? Perhaps you have done all these things and not known it. To find out, turn to page 31.

STATISTICS: ALMANACS AND STATISTICAL YEARBOOKS

Statistics are published chiefly by governments and by international organizations, such as the United Nations. Because it requires a certain amount of time to collect, collate and publish statistics, those in print are usually two or three years behind the actual date of publication of a statistical compilation. Of course, such statistics exist in pre-published form at the organization that collected them, and scholars in search of immediate statistical information can get this information before it is published through making direct contact with the statistical agency. Statistics are usually published on a yearly basis in reference works called yearbooks or almanacs. Demographic statistics give facts about characteristics of populations, such as birth and death rates, figures on marriage and divorce, and causes of death. A major source of demographic statistics is the United Nations Demographic Yearbook, which gives comprehensive statistics on population characteristics for nearly 250 countries. A corollary United Nations publication is its Statistical Yearbook which, while including some general demographic material, concentrates on economic, industrial, agricultural, and cultural statistics for all nations. For United States statistics, the best comprehensive source is the Statistical Abstract of the United States, an annual publication since 1878 which lists statistics for every kind of measurable quantity connected with United States demography, economics, politics, health, culture, and education. This Statistical Abstract actually represents an "abstract" or selection from the staggeringly large number of statistical facts collected and published by the United States federal government each year. This Abstract is also retrospective in that it gives statistics for past years to facilitate comparisons over periods of time. The Abstract refers you to the original government publication in which full statistical information can be found. In addition to the above mentioned statistical cumulations, there are volumes of historical statistics for the United States and Europe.

General almanacs, published each year, are also an excellent source of selected statistics. Of course, they will not contain the full range of statistics covered in the United States and United Nations publications mentioned above, but they will give the most significant demographic and other figures for major countries and cities. Should you need only one or a few important statistics, such as the population of London or the number of nuclear reactors in the world, you can easily find these figures in any reputable almanac, such as The World Almanac and Book of Facts.

BRIEF FACTS: ALMANACS

As a matter of fact, almanacs are the best place to look for any brief factual data, such major dates, statistics, and facts about people, places, orgnizations, history, sports, and culture. Almanacs are treasure-houses of miscellaneous information on everything from the names of members of U. S. District Courts to the complete list of World Series winners since 1903. They answer questions such as:

Who is the president of Algeria?
What were the major world events of the past year?
How long is the Amazon River?
How many United States soldiers died in the Korean War?
Does Austria have any major waterfalls?
When was the Brooklyn Bridge built?
What does the flag of Canada look like?
Where are the great deserts of the world?
When was Barbra Streisand born?
Who was Queen Victoria's father?

While many reputable almanacs, such as the Information Please Almanac, are published each year, the most comprehensive as well as the oldest title is The World Almanac and Book of Facts, published continuously since 1868. Do not neglect specialized almanacs. The Catholic Almanac, for example, presents a wealth of facts about Roman Catholicism, Roman Catholic history, doctri[illegible], and practice, and statistics on all facets of Roman Catholic life, as well as an annual review of Vatican activity.

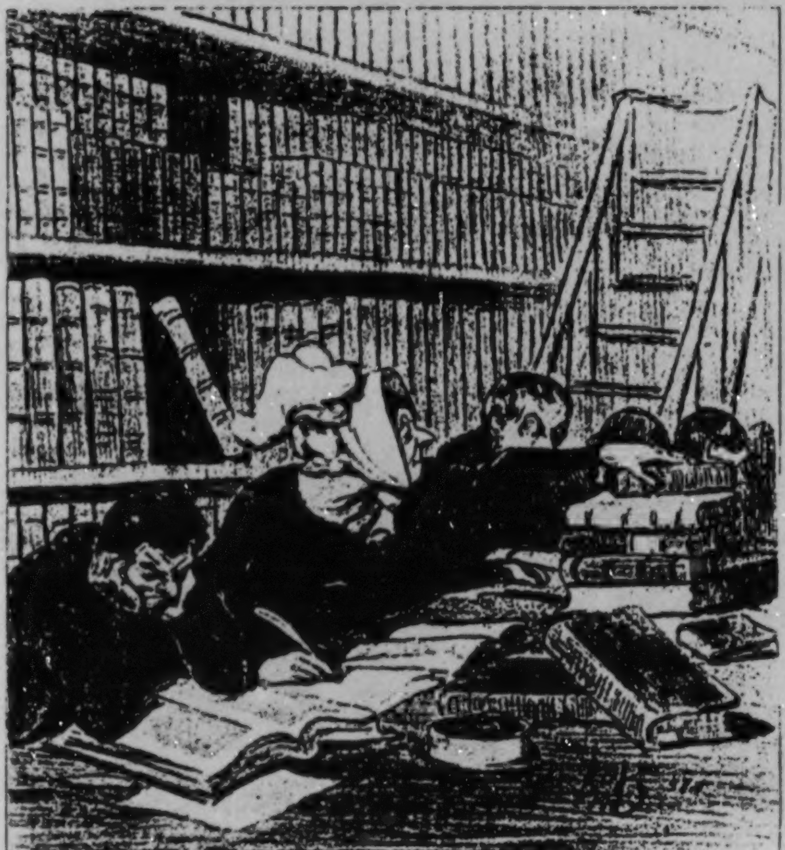
EX LIBRIS
G.M. VAN WEES

DATES, HISTORICAL TABLES, CHRONOLOGIES, YEARBOOKS AND HISTORICAL EVENTS

Occasionally you will need to know that date when something happened in history or you will need to find a chronological listing of important events in a given period or you will need to compare developments in politics, art, military history, or the sciences during a certain time period. To answer all these questions you should consult reference works that give historical information by date. There are several types of these works.

HISTORICAL TABLES (sometimes called REFERENCE HISTORIES) give chronologically arranged facts in parallel tabular form. Each table represents a major division of human activity. These categories vary from one publication to another, but usually cover major subjects such as history, military history, politics, literature, art, science and technology, daily life, and religion. By reading across the tables from one category to another, you can discover what parallel events were happening in all fields of human endeavor during a specific historical span. For example, an historical table will give the major scientific developments during the Renaissance or the major landmarks in art history during the Middle Ages. Bernard Grun's The Time-Tables of History is an excellent example of this sort of reference history. The Chronology of World History, by G.S.P. Freeman-Grenville is another, although with one exception, "Religion and Culture," its tables are arranged by broad geographical area (Western Europe, The Americas) rather than by topic.

CHRONOLOGIES and YEARBOOKS also give historical facts by date, but do not present the material in parallel tabular form. The volumes in the series Great Events from History give narrative summaries of the salient historical occurrences during three broad historical periods: Ancient and Medieval, Modern European, and Twentieth Century. These narrative summaries give the historical significance of each event and critiques of the viewpoints of various historians and scholars who have written about the event. Other chronologies merely list events in brief form, year by year. Some historical reference books are really dictionaries of history. For example, Everyman's Dictionary of Dates lists its topics in alphabetical order, giving dates for each, so that you can discover when something occurred without having to know the date first. YEARBOOKS attempt to summarize the important events that have occurred in each year. Examples of these are the Time Capsule series (published by Time magazine), the News Dictionary, and The Annual Register. Some historical reference books are devoted to one subject only, such as a dictionary of battles or a chronology of the fine arts.



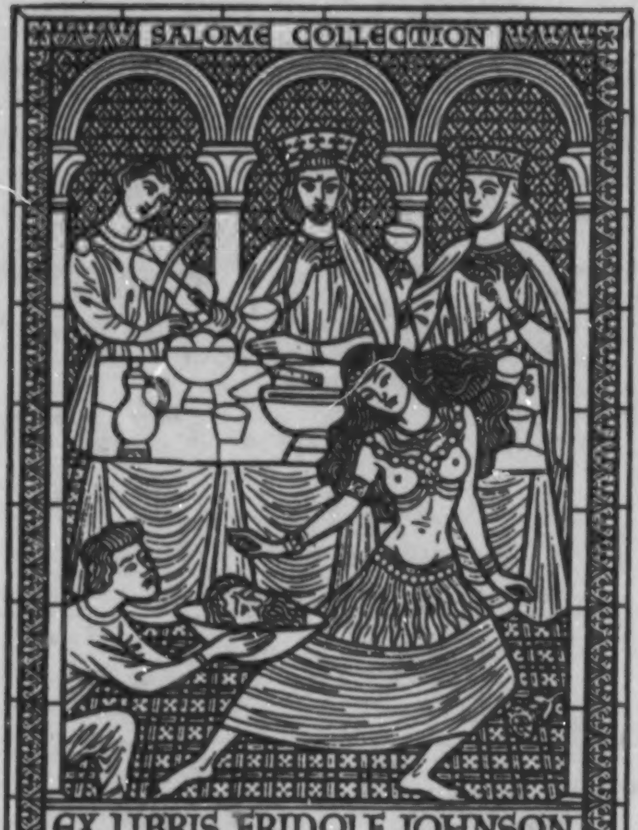
QUOTATIONS: CONCORDANCES AND BOOKS OF QUOTATIONS

Who said "Most women have no character at all"? Where in the King James version of the Bible does the phrase "Jesus wept" occur? Did Shakespeare ever mention the vegetable "lee" in his play Henry V? In what poem did Yeats write "A terrible beauty is born"? All of these questions can be answered by books that give you the source of quotations, whether by one author or by many authors.

Dictionaries of quotations list writings and sayings of people from all nationalities and time periods and also from works such as the Bible and folk ballads that have anonymous or multiple authors. Some dictionaries of quotations are arranged alphabetically by the author quoted (an example would be the Oxford Dictionary of Quotations). Others are arranged chronologically by author (e.g., Bartlett's Familiar Quotations)or by topic (Stevenson's Home Book of Quotations, Classical and Modern). There are also special purpose collections of quotations, some arranged around a theme, such as Ramsay and Toye's The Goodbye Book, which lists farewell speeches and letters, famous dying words, and epitaphs. Quotations in Black, by Anita King, is one of the type of quotation dictionaries that highlight the sayings of an ethnic, religious, or national group, in this case famous sayings of blacks from all periods of history. Proverbs and maxims have whole books devoted to them, such as the Oxford Dictionary of English Proverbs. Other collections specialize in the most contemporary material. Some of the English-language quotation dictionaries will give foreign-language sayings in the original tongue, with translations; others will translate, but not give the originals.

To find Biblical quotations, the most thorough place to look is not a book of quotations, which list only the most frequently cited sections of the Bible, but a biblical concordance. A concordance is an alphabetical index of words showing the places in any given text where each word can be found in context. Concordances are necessary for any discipline in which close textual studies are essential. In practice, this means that concordances are most frequently used in two major disciplines: literary studies, including philology, and biblical studies. For literary studies, concordances to the work of poets, essayists, novelists, and playwrights enable the scholar to locate the exact context of key nouns, verbs, adjectives, and proper names in a writer's complete works. This permits the scholar to study image patterns or complex philological questions more easily. Such concordances are based on only one edition of the author's complete works, usually the standard edition, if available. All titles of works and page, act, or line numbers are drawn from this one edition. The compiler of the concordance always gives the name of the standard edition he is using, because for many authors, espeically the Greek and Roman poets and playwrights, many editions have been produced over the years, and it is necessary to distinguish between them. Most concordances today are computer-generated; before the advent of the computer, concordances were laboriously compiled from hand-written and type-written slips. Today concordances exist for all the major Greek and Latin authors and for most of the important writers, especially poets, in world literature. For example, there is Spevack's six-volume Harvard Concordance to Shakespeare, keyed to the Harvard Riverside edition of Shakespeare's works, as well as David Erdman's Concordance to the Writings of William Blake and even a concordance to Darwin's On the Origin of Species.

Biblical concordances exist for both the Hebrew Old Testament and the Greek New Testament, as well as for all the major translations still extant, such as the Latin Vulgate, the King James version, the Douay version, and the Revised Standard Version. Many partial biblical concordances are printed as part of the Bible itself. However, the major book-length concordances are published as separate volumes, giving the location by chapter and verse of each noun, verb, and proper name in the Bible. Two examples of book-length biblical concordances are Nelson's Complete Concordance to the Revised Standard Version and Strong's Exhaustive Concordance.



GEOGRAPHICAL INFORMATION: ATLASES AND GAZETTEERS

Geographical information can be found in two ways, either by consulting a map or by reading a purely verbal account, without maps, describing a geographical feature or area. Collections of maps are called atlases. An atlas will include maps, plates, charts, and, frequently, textual material explaining the features illustrated. Do not think of atlases as being restricted to purely geographical information. General atlases, such as the Times Atlas of the World or The National Atlas of the United States of America also include maps showing oceanography, climate, and population. Specialized atlases provide valuable political, historical, agricultural, and economic information. For example, historical atlases can cover all periods of time, showing the changing geography of countries and the migrations of peoples during many centuries. Specialized historical atlases exist for military, maritime, ancient, and medieval history, for religious or ethnic groups, and for archaeology. There are atlases of linguistics and of anthropology. The Oxford Economic Atlas of the World and the Rand McNally Commercial Atlas and Marketing Guide provide crucial economic facts on raw materials, production, consumption, and related data. There are even atlases of the universe and of our solar system, the latter making use of actual photographs taken by our space probes. Indeed, atlases are important sources of information for research papers on many subjects, from political science to history, from the study of ancient civilizations to economics.

Gazetteers provide verbal descriptions of geographic and topographic features, including brief facts about larger cities and key data about mountain ranges, swamps, rivers, deserts, and other surface features. Gazetteers are really geographical dictionaries that list place names and topographic names. One significant feature is that the entries indicate how to pronounce each name. For cities and areas, there is also a brief history given. Although gazetteers do not primarily contain illustrations, scme, such as Webster's New Geographical Dictionary, do contain a selection of line drawing, black-and-white maps.

REFERENCE BOOKS: FIRST CHOICE FOR FACTUAL INFORMATION

Reference works answer the basic questions

WHO?

WHAT?

WHERE?

WHEN?

HOW?

To find out

WHY?

requires the synthesis of all the facts you have discovered combined with your own thought and reflection. It is easy to discover the major occurrences of the French Revolution. What is difficult is to write a research paper discussing its causes. To produce a good research paper, you must begin with the facts and conclude with your own ideas, thoughts that are the result of time spent mulling over your factual knowledge of a subject. Your creative imagination and willingness to look at a subject in fresh ways also contribute to the success of a well-written research paper.

Above all, remember that reference works are not cut-and-dried categories. Almost any non-fiction book is potentially a reference work. Textbooks and histories, such as Winston Churchill's History of the English-Speaking Peoples, are frequently put in the reference collection because their indexes and tables of contents are sufficiently detailed to make them good sources for specific facts. Cookbooks are reference books. So are telephone books. Do not think of reference books primarily as a separate and non-circulating collection inhabiting a special area of the library, but get into the habit of thinking of reference books in terms of the FUNCTION they serve, whether providing statistics or long articles or addresses or biographical information.

Some reference books, such as the best-selling titles The People's Almanac and The Book of Lists, are even bought by people who read them for fun. Both contain a wealth of bizarre and entertaining facts, from discussions of paranormal psychic phenomena to a list of fifteen famous events that happened in the bathtub. Want to know what work a bosom presser does? Check The Book of Lists. Even some reference books designed for more serious purposes contain an occasional odd touch of humor. Where else but in the Encyclopedia of Associations could you find the address of the Worldwide Fairplay for Frogs Committee?

NON-BOOK REFERENCE SOURCES

The Pamphlet File

One often neglected source of current information is the pamphlet file. The pamphlet file is a collection of documents arranged by broad subject headings and stored in one or more filing cabinets. This file contains booklets, newsclips, photocopies of magazine articles, brochures, and other material too brief or too ephemeral to be placed in the regular book collection. There are no subject or author cards for specific pamphlet file items kept in the card catalogs. Use the pamphlet file for any subject, especially for

CONTEMPORARY TOPICS

CURRENT EVENTS

RECENT NEWS ITEMS

Telephone Reference Services

Libraries are not the only places to look for information. In some cities, university and public libraries, better business bureaus, agricultural extension services, and other service institutions offer telephone "hotlines" which you can call on a toll-free number. These telephone lines give you access to pre-recorded tapes that provide quick, useful information about specific goods and services. Most of these tapes give consumer information: how to buy a car, finance a home, correct credit billing errors, and choose a home burglar alarm system, to name but a few topics covered. Some telephone reference systems provide tapes on hundreds of subjects, including buying and preparing food, gardening and landscaping, home maintenance, farming, legal affairs, family financing, education, marriage and parenting, pest control, and personal growth. The tapes vary in length and amount of information given, but all are factually accurate. So, whether you want to learn about raising bullfrogs or selecting a wood stove, these pre-recorded tapes are an important source of information.

To locate telephone information services, call your local better business bureau, college, university, or state agriculatural extension service. It's free!

Answers to questions on page 21

Foozle = To bungle or fumble

Quab = A gudgeon or eelpout (fish)

Quap = A throb or palpitation

Qursh = Monetary unit of Saudi Arabia

Source: Mrs. Byrne's Dictionary
(Secaucus, N.J.: 1974)

CHAPTER 3: HOW TO LOCATE BOOKS: BIBLIOGRAPHIES

"Give me books, fruit, French wine and fine weather."

Keats

When the writer of Ecclesiastes said "of making many books there is no end," he might have been describing the information explosion which has occurred in the twentieth century. More books are published now than at any other time since the invention of printing. As a student, you will have to learn to locate some of these books during your years of formal study. Many of these books will be in your own college library, but for other titles you will have to learn how to locate books in other libraries..

IS THERE A BOOK ON MY SUBJECT?

Whenever you need a book on a certain subject or by a particular author, the first place to check is, of course, the holdings of your local library, whether college, university, or public. If you cannot find your book in these collections, then you will have to check specialized tools, called BIBLIOGRAPHIES, to determine whether the book you want has been published. The word "bibliography" comes from two Greek words meaning "writings about books." Printed bibliographies are specialized lists of books and other material, both print and non-print, arranged according to author, subject, title, or any combination of these three factors. For purposes of clarity, let's begin by talking about those bibliographies that list only books.

CURRENT BOOKS IN PRINT

Books are not eternal. A typical book might stay in print only five years and even specific editions of classics such as War and Peace might stay in print for only a decade. To determine what books are currently available for purchase, you must consult a special annual set of bibliographies called Books in Print. Books in Print lists all titles still in print and still available from publishers. It has three main sections, one arranged by author, one by title, and one by subject, so that you can look up books in all three ways. Books in Print tells you the publisher and the price for every volume listed. It even has a list of publishers' names and addresses in case you need to order from the publisher directly. It is invaluable for many reasons. For example, if you know only the title of a book, you can locate the author by looking in the title volumes. You can check to see what works by a specific author are still in print. You can determine the publisher and price of any book still available for purchase and can use the subject heading volumes to locate books on any topic.

CLOSE TO HOME: USING FOOTNOTES AND REFERENCES

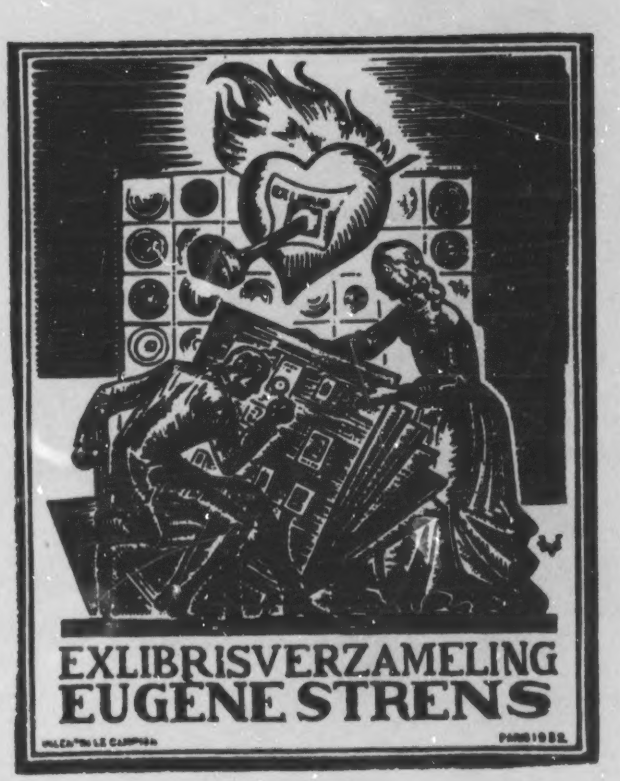
To find printed material on your topic, it is not necessary to consult Books in Print as your first source. You probably have access to lists of recommended books and journal articles right in your college library. The following techniques will save you much searching time:

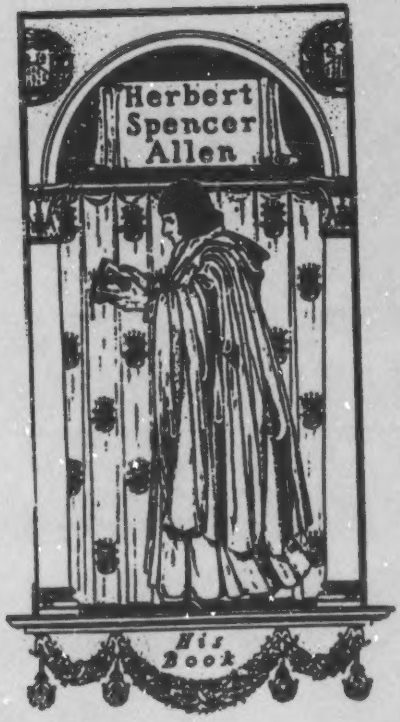
1. Check the references given in any books you already have. Footnotes and bibliography in printed books are an excellent source for discovering the existence of more material on a subject.

2. Follow up on the suggested readings given in encyclopedias and in other reference sources. Most encyclopedia articles give at least one book to consult for further reading.

3. Check the references in the periodical articles you already have. Remember that current journal articles contain the most recent information on a topic and, hence, will lead you to the most up-to-date material in their reference notes.

4. Use the catalog cards for books you have found in the library to lead you to further reading. Does your book have a co-author? Then check the author catalog to see if that co-author has written other books on your subject. Browse in the shelves under the call numbers of the books you already have. Check the subject headings listed at the bottom of the catalog cards for each book you already found. These headings will lead you to similar subjects in the subject card catalog.





FAR-AWAY PLACES: LOCATING BOOKS IN NATIONAL BIBLIOGRAPHIES AND THROUGH COMPUTERIZED NETWORKS.

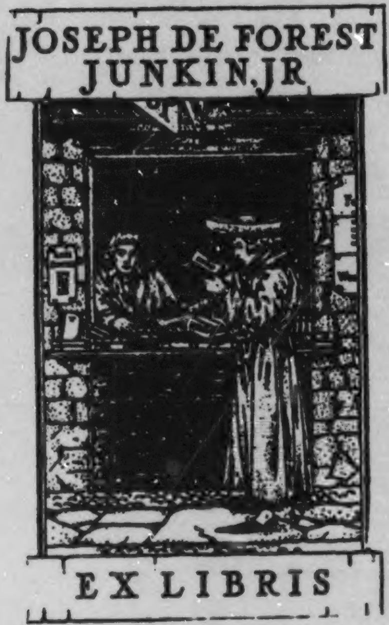
Of course, Books in Print won't help you at all if you are looking for a foreign-language book or a 1923 edition of Jane Eyre or for a title that went out of print fifteen years ago. To find publishing information about books from all recent periods and from many countries, you must consult specialized bibliographies. Some of these are called "national bibliographies" because they attempt to list by author every single book published in a given country. At present there are over one-hundred national bibliographies in print, most of which are produced by the great national libraries in each country, such as France's Bibliotheque Nationale and our own Library of Congress. In effect, these national bibliographies give a complete publishing history for the countries in which they are produced. Under the Library of Congress classification system, all national bibliographies appear on the shelves under the numbers Z 1201 to Z 4980.

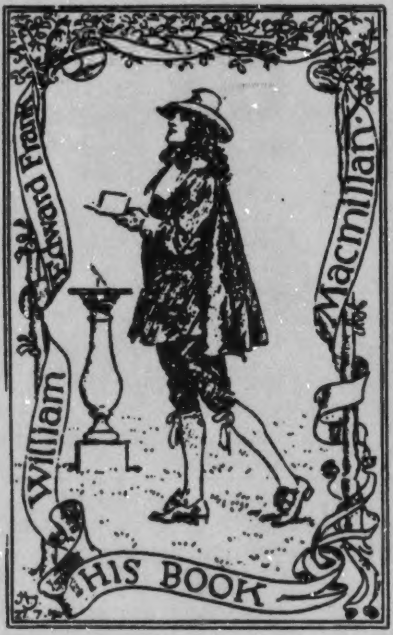
For English-language books, the Cumulative Book Index (CBI for short) lists every single title published in the United States since 1898 and, from 1928 to today, every English-language title published anywhere in the world. The CBI, a commercial publication, not a product of a national library, lists books by author, editor, title, and subject, all in one alphabet. It comes out once a year, so that to locate a title whose publication date is unknown, you would have to search through each annual volume in turn until you came to the entry for the title you wanted.

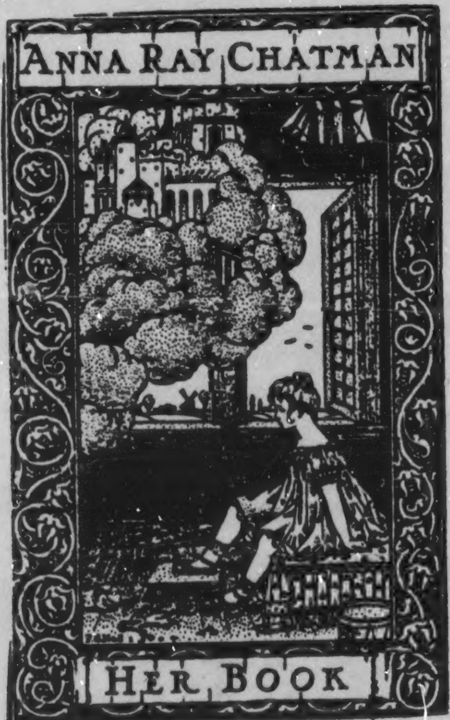
Two publications contain the complete holdings of the Library of Congress, with its over twenty million volumes, as well as the holdings of participating American and Canadian research libraries. These publications are the National Union Catalog, Pre-1956 Imprints and the National Union Catalog. The volume for pre-1956 books contains entries for ten million volumes, each entry showing the names of libraries that held copies of that book as of the date the catalog was published. Since the entire National Union Catalog Pre-1956 Imprints requires 750 volumes, only university and research libraries can afford to own it. For books published since 1956, the National Union Catalog series gives full bibliographical information and locations for copies in American and Canadian libraries.

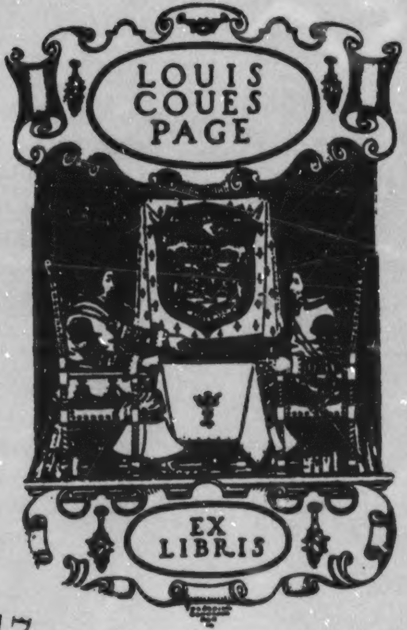
Union catalogs are bibliographical lists giving the locations of books in libraries. Most union catalogs of extensive holdings are now produced in microfiche or are available directly on line through computer networks that link thousands of libraries and enable librarians to locate books in any state of the U.S. Some library networks are organized by state or by region. There are two major national networks for academic libraries: RLIN (The Research Libraries Information Network) and OCLC, which links over two thousand libraries. Through these computerized networks, libraries can share cataloging and classification information and locate books for interlibrary loan.

Printed and online catalogs exist for foreign-language books, for specialized books in science, technology, religion, and medicine, for children's books, and for rare books published centuries ago. Libraries also print catalogs of their special collections, such as the New York Public Library Catalog of the Theatre and Drama Collections or The Cornell Joyce Collection. Ask your librarian to help you find any book in print. He or she will be able to locate the appropriate catalog that will list your title.


JOSEPH DE FOREST
JUNKIN, JR
EX LIBRIS


William Edward Frank Macmillan
HIS BOOK


ANNA RAY CHATMAN
HER BOOK


LOUIS
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EX
LIBRIS

BOOK-LENGTH BIBLIOGRAPHIES

A BIBLIOGRAPHY is a list of materials, whether print, non-print, or in unpublished form, about a given subject or person or by a specific author. Bibliographies chiefly list books and periodical articles, but they can also provide a variety of other material, such as non-print media (photographs, slides, films and filmstrips, audio and video cassettes, maps), unpublished manuscripts, diaries, letters, and family papers and non-commercially produced printed material, such as government documents. The sole purpose of a bibliography is to gather together in one place bibliographical references to a topic or to a person, in order that the researcher will not have to spend hours searching card catalogs and indexes to locate information. Bibliographies are composed of separate entries called "citations," each citation representing a separate book, periodical article, essay, manuscript, or non-print item.

Book-length bibliographies can be divided into two types: SUBJECT BIBLIOGRAPHIES and PERSONAL BIBLIOGRAPHIES. SUBJECT BIBLIOGRAPHIES list material about specific topics, such as physics, divorce, political science, French literature or any other discipline. An example would be Statistics and Econometrics: A Guide to Information Sources, by Joseph Zaremba. Many times these subject bibliographies are also guides to the literature, which contain a comprehensive survey of the major sources of information for that discipline. Such guides will contain a brief history of the discipline, suggest procedures for research, survey the current periodical literature and the indexes and abstracts needed to search it (including computerized indexes), and give the names and addresses of prominent research organizations, library collections, and other non-print sources of information. In other words, a guide to the literature offers a bibliographic foundation for a subject and is frequently used in bibliography and methodology courses in graduate schools. An example of such a guide is Malinowsky and Richardon's Science and Engineering Literature. All subject bibliographies are shelved in the L.C. numbers Z 5051 to Z 7999.

Book-length bibliographies vary in length and in completeness. Very few attempt to list all the material on a subject or person, since this would be a never-ending task. Instead, most bibliographies are restricted by time period, as with, for example, Death, Grief, and Bereavement: A Bibliography, which contains material published only during the years 1845 to 1975. Other bibliographies restrict the type of material they list, such as Best Books of the Stock Market, which contains no periodical articles. Some bibliographies list only English-language works; others give French, German, and Italian titles, but omit all Russian and Spanish ones. The length and comprehensiveness of any bibliography is determined by the compiler and should be clearly defined in the preface or introduction to the bibliography itself.

To locate book-length bibliographies, check the subject card catalog under the name of the person or the subject for which you need references. The cards on the right-hand side of the drawer will say Bibliography or Bibl. or, for a personal name, Bio-bibliography (Bio-bibl.).

NIXON, RICHARD MILHOUS--------------- Bibliography
FAULKNER, WILLIAM ------------------- Bio-bibliography
MEDICINE----------------------------- Bibliography

In addition, many bibliographies contain short paragraphs describing the scope and purpose of the items listed. Such descriptions are called annotations, and the bibliographies that contain them are called ANNOTATED BIBLIOGRAPHIES. Occasionally, an annotated bibliography, in addition to describing the item, will attempt to evaluate its quality. Obviously, a bibliography with annotations is more useful to the researcher than a mere listing of books and articles that does not attempt to describe or evaluate the works given.

EXAMPLE OF A GUIDE TO THE LITERATURE OF A SUBJECT

John Fletcher, ed. The Use of Economics Literature

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BIBLIOGRAPHIES OF BIBLIOGRAPHIES

No, that is not a typographical error or a redundancy. There do exist such things as "bibliographies of bibliographies," which is a fancy way of saying that specialized publications exist that index printed bibliographies, whether appearing as book-length compilations or as parts of articles in journals. The most well-known of these is Theodore Besterman's A World Bibliography of Bibliographies (5v.) [Ref. Z 1002 B5.684], which lists separately published bibliographies on many subjects from all countries published through 1963, with some later editions. If you are doing graduate work (or, in some cases, a senior paper), Besterman's Bibliography can be a useful way of discovering books and articles on some subjects not covered in other bibliographical lists.

There are also "bibliographies of bibliographies" published on a continuing basis. The most significant of these is the Bibliographic Index [Index Table Ref Z1002 B5.95], a semiannual list of bibliographies appearing separately or as parts of books or articles. It covers both English-language and foreign-language materials published since 1937. All you have to do is look up your subject in this index to find whether someone has published a bibliography on that topic. A periodical entitled Bulletin of Bibliography actually publishes lists of books and articles on selected topics for which there has been no recent bibliographical coverage.

FICTION AND LEISURE READING

Two specialized bibliographies will help you find leisure reading or direct you to non-fiction you can use of self-study. The Fiction Catalog (Ref. Z5916 W7.4) gives annotated lists of English-language fiction and foreign-language fiction in translation. You can find a novel by author or title or, if you want to read novels on specific subjects, the Fiction Catalog will tell you, for example, which novels deal with Appalachia or which have science fiction themes. For a wider range of reading, consult the Reader's Advisor, (Ref. Z 1035 BF 12th ed.), a three-volume annotated guide to significant fiction and nonfiction. Here you will find recommendations of the best in fiction, poetry, essays, biography and drama, as well as suggestions for reading on a variety of subjects from world religions to history, politics, philosophy, travel, humor, and adventure. Other specialized bibliographies and catalogs exist for specific kinds of fiction and non-fiction reading, such as science fiction, mysteries, and travel literature. Consult your librarian or check in the subject card catalog under the kind of work you want, with the subdivision Bibliographies or Indexes.(i.e. Science Fiction---Bibliographies.//// Detective and mystery stories---Indexes.)

COUSTEAU, JACQUES YVES. 1910–

"The Silent World" "is a book whose interest, wonder, excitement, and perhaps value it would be difficult to exaggerate. It is new on every page. It supplements the newness with photographs of things never seen before. . . . Its style has the French clarity and wit"—(*Christian Science Monitor*). The senior author of this story of undersea discovery and adventure is a "French naval officer who with two companions invented the aqualung, which enables them to dive without the usual impedimenta, to 200 and 300 feet below the surface of the sea." "We have tried to find the entrance to the great hydrosphere because we feel that the sea age is soon to come," the authors say.

M. Cousteau has conducted experiments with underwater colonies in "Conshelf" (Continental Shelf) 1 and 2 (*see note on "A World without Sun"*). He intends to occupy progressively greater depths, predicting that "peopled reefs will become as commonplace on the Continental Shelf as oil-drilling towers have in recent decades"—(*LJ*). In 1968 ABC began a television series entitled "The Undersea World of Jacques Cousteau" (of which M. Cousteau is executive producer) and marked by the "excellent photography that characterizes the work of Captain Cousteau and his associates"—(*N.Y. Times*). The fascination of the underwater world for man and his inventions for its exploration are discussed in "The Coast of Coral" by Arthur C. Clarke (*Harper* 1956 $6.95). "Captain Cousteau's Underwater Treasury" (*Harper* 1959 $11.50), edited by Jacques Yves Cousteau and James Dugan, represents a varied collection of true stories of undersea adventures and exploration. At present, Cousteau, his 18-man crew and electronically equipped ship *Calypso* are searching for the legendary city of Atlantis around the island of Santorini and its sunken volcanic crater.

THE OCEAN WORLD OF JACQUES COUSTEAU. *Harry N. Abrams* 12 vols. 1972– each $7.95

A projected 20-volume "encyclopedia of the sea." Volumes will include "photographs and diagrams of the inhabitants of the deep as well as . . . facts concerning their life styles and some . . . theories about the future uses that man can make of the oceans"—(*Best Sellers*).

Available titles are: Oasis in Space 1972 The Quest for Food 1973 Window in the Sea 1973 The Challenge of the Sea 1973 Guide to the Sea 1975 Instinct and Intelligence 1975 Mammals in the Sea 1975 Man Reenters the Sea 1975 Pharaohs of the Sea 1975 Provinces of the Sea 1975 Riches of the Sea 1975 The Sea in Danger 1975 A Sea of Legends 1975

(With Frédéric Dumas). THE SILENT WORLD. Ed. by James Dugan *Harper* 1953 $8.95 lib. bdg $5.89 pap. $.95

(With James Dugan). THE LIVING SEA: A Sequel to "The Silent World." *Harper* 1963 $10.00; *Ballantine Bks.* 1973 pap. $2.00; *Simon & Schuster* Pocket Bks. 1972 pap. $.95

"Some academic oceanographers have found it fashionable to discount [Cousteau's] exploits. But the years of effort that have been compressed into the pages of this book speak for themselves of the great contribution Captain Cousteau has made to oceanographic science. . . . In 'The Living Sea,' as in his earlier best seller 'The Silent World,' Captain Cousteau conveys the sense of adventure and the vision that continue to inspire his work"—(*Christian Science Monitor*).

A WORLD WITHOUT SUN. Ed. by James Dugan *Harper* 1965 $15.00

"Cousteau fans will be delighted with this account (published last year in French by Hachette) of Conshelf 2, the underwater colony established and maintained in the Red Sea, 25 miles off Port Sudan, by the Office Française de Recherches Sous-Marines, during the spring and summer of 1963. . . . The purpose of the underwater colony was to determine if men could live, work, and maintain health while continuously subject to great pressure. . . . The photography is outstanding"—(*LJ*).

(With Philippe Cousteau). THE SHARK: Splendid Savage of the Sea. Trans. by F. Price *Doubleday* 1970 $7.95

Their observations and experiences studying sharks in the Red Sea and western Indian Ocean. "Outstanding for its photographs and very well translated from the French, this is a report for scuba divers working where sharks occur and a book for nature lovers"—(*Choice*).

(With Philippe Diole). THE WHALE: Mighty Monarch of the Sea. *Doubleday* 1972 $9.95

(With Philippe Diole). OCTOPUS AND SQUID: The Soft Intelligence. *Doubleday* 1973 $9.95. The intelligence, behavior, mating habits, etc. of octopuses, squid and other cephalopods.

(With Philippe Diole). DIVING COMPANIONS: Sea Lions—Elephant Seal—Walrus. *Doubleday* 1974 $10.95

CHAPTER 4: HOW TO LOCATE BOOKS ON LIBRARY SHELVES: CLASSIFICATION SYSTEMS AND CARD CATALOGS

or

THROUGH DARKEST LIBRARY STACKS WITH GUN AND CAMERA

CLASSIFICATION SYSTEMS

Imagine you are having a nightmare. Some fiend has locked you into a library with 1,000 volumes on all subjects and told you that in one year you must arrange the books by subject. Each book must have a symbol (made up of letters and numbers) that reflects its subjects. Furthermore, these symbols must reflect a coherent and internally consistent system, one that is flexible enough to allow room for new subjects.

You wake up screaming.

Actually, the nightmare analogy apart, such a situation is similar to that confronting scholars and librarians from the Middle Ages to our own day. According to the American Library Association's Glossary of Library Terms, library classification is "a systematic scheme for the arrangement of books and other material according to subject." Its purpose, then, is to keep all books on the same subject together on the shelves.This problem of classifying a large collection of books and manuscripts really did not begin to be solved in ways that worked for the modern world until the Renaissance, when scholars such as Conrad Gesner and Sir Francis Bacon began dividing all human knowledge into categories, or classes, each class reflecting a very broad area of human knowledge. Conrad Gesner's system involved 20 major classes, with subdivisions. Bacon divided all learning into History, Poetry, and Philosophy. In the 19th century, a Frenchman named Brunet extended the categories to five: Theology, Jurisprudence, Sciences and Arts, Literature and History, all with their subdivisions.

Of course, all of those earlier categories are simply too broad to classify the vast amount of printed matter produced in the 19th and 20th centuries. Imagine trying to fit books on computer science into one of Bacon's three major classes! The problem of how to arrange all that knowledge really became acute in the mid-nineteenth century, which saw the founding of the extensive public library systems in the United States and Great Britain. The two classification systems now most generally in use in American public and Academic libraries -- the Dewey Decimal System and the Library of Congress system -- date from the late 19th and early 20th centuries. Many special libraries, such as those for law, medicine, and the fine arts, also have their own specialized classification systems. Today, there are ten major classification systems used throughout the world, including two that are used only in the U.S.S.R. (the Bibliothecal-Bibliographic Classification, or BBK) and China.

You are all familiar with the DEWEY DECIMAL CLASSIFICATION system from your elementary and high school libraries. It divides all human knowledge into ten major categories. Within each of these categories, subjects are further subdivided into ten divisions, each division having ten specific sections. For example, the history classification schedules work as follows:

CLASS: HISTORY 900

DIVISION: HISTORY OF EUROPE 940

SECTION: HISTORY OF SCOTLAND AND IRELAND	941
SECTION: HISTORY OF ENGLAND	942
SECTION: HISTORY OF GERMANY	943
SECTION: HISTORY OF FRANCE	944

DIVISION: HISTORY OF ASIA 950

SECTION: HISTORY OF CHINA	951
SECTION: HISTORY OF JAPAN	952

Numbers from these Classes, Divisions, and Sections are combined with a system of letters and numbers designating the author of a book to form a CALL NUMBER which identifies a unique book:

942.01 G151	Gale's History of Anglo-Saxon England

This CALL NUMBER shows the position of the book on the shelves by subject. All Dewey Decimal call numbers begin with numbers on the first line and show authors on the second line:

658.018	817.44	901	351.82	155.413
B37	D49	R34	K55	B7

Although many public, school, small college and junior college libraries use the Dewey Decimal System, it is unsuitable for large collections because it is not flexible enough to encompass all categories of knowledge without producing unwieldy call numbers, such as this number for Kenneth R. Trapp's Ode to Nature, a book about pottery design:

738.1509771780707401471
T76

In contrast, the same book under the Library of Congress system has the number:

TP
823
T7

THE LIBRARY OF CONGRESS SYSTEM:

Begun in 1899 and still being revised today, the Library of Congress system was developed for use in our own national library, which contains over 20 million printed books. It contains 21 separate classes, each representing a major subject, such as Science, Music, Education, and Medicine. Each class is designated by a letter of the alphabet: for example, H is the social sciences, K is law, R is medicine, and P is language and literature. A second capital letter is added to these basic letters to indicate a specific branch of a subject:

Q = General Science
QA = Mathematics
QB = Astronomy
QC = Physics
QD = Chemistry

R = Medicine
RA= Public Aspects of Medicine
RB= Pathology
RC= Internal Medicine
RD= Surgery

In addition, the Library of Congress system has classes W, X, and Y for future use, to keep up with the expansion of human knowledge. It is clear that for large collections the Library of Congress system is superior to the Dewey Decimal System. The L.C. system, having 21 separate classes, with the possibility of 24 subdivisions in each class, has more room for the expansion of knowledge than Dewey, which has only ten major classes, ten divisions of these major classes, and ten sections for these divisions. The advantage of the L.C. classification system over Dewey is clear when you compare L.C.'s greater flexibility and simplicity of notation.

The following is a schematic overview of the major classes of knowledge in the Library of Congress system:

A General Works
  Collections; encyclopedias; general reference works; yearbooks; general history of knowledge

B Philosophy, Psychology, Religion
  General philosophy; logic; psychology; esthetics; ethics; mythology; specific world religions; the Bible; theology; sects and denominations

C Auxiliary Sciences of History
  Biography; history of civilization; archeology; coin collecting; heraldry; genealogy

D History: General, European, Asian African, Australian

E History: America (General) and United States (General)

F History: America (except U.S.) and U.S. (Local)

G Geography, Anthropology
  Atlases and maps; cartography; physical geography; oceanography; folklore; customs; sports; amusements; games

H	**Social Sciences** Statistics; economic history and theory; transportation and communication; commerce; finance; sociology; social history; family; marriage; women; races; classes; criminology; communism
J	**Political Science**
K	**Law**
L	**Education**
M	**Music**
N	**Fine Arts** Architecture; painting; sculpture; graphic art; engraving; decoration
P	**Language and Literature** Philology and linguistics; classical; modern European; Slavic; Oriental and African; literary history; English and American; fiction
Q	**Science** Mathematics; astronomy; physics; chemistry; geology; botany; zoology; human anatomy; physiology; bacteriology
R	**Medicine** All branches of medicine and dentistry; pharmacy; nursing
S	**Agriculture** Horticulture; forestry; hunting sports
T	**Technology** Engineering; building; roads; railroads; fire prevention; motor vehicles; aeronautics; photography; mining; chemical technology
U	**Military Science**
V	**Naval Science** Navigation; naval architecture; navies
Z	**Bibliography and Library Science** History of books and printing; subject bibliographies; individual bibliographies of authors

FOOTNOTE

SOMETIMES YOU HAVE
TO STALK
YOUR BOOK
IN
THE
STACKS

THE CREATION OF CALL NUMBERS

Once a book is classified by subject, it is assigned a CALL NUMBER, which is a unique set of numbers and letters distinguishing that title from all the other books in that library. This call number is printed on the catalog cards and on the spine of each book, so that you can easily find the book shelved by subject along with other books about similar ideas. Call numbers are assigned under any classification system: Dewey, Library of Congress, Universal Decimal Classification, etc., because under any classification system it is necessary to have a set of symbols that shelves the book under its appropriate subject. A CALL NUMBER is, in effect, the address of that book on the shelves, just as "583 Buena Vista Drive" is the address of a person.

Under the Library of Congress system CALL NUMBERS are composed of a minimum of three lines:

The first line represents the broad subject of the book:

RC = Internal medicine

The second line further refines this subject:

440 = Psychiatric nursing

The third line represents the author's last name:

G6.7

Hence the complete call number of Helen Grace's Mental Health Nursing is:

RC = Classification Letters
440 = Classification Number
G6.7 = Author Letter and Number

A book on the same subject, for example Marguerite Manfred's Psychiatric Nursing, will differ only in the third, or author, line:

RC
440
M24

We have learned that the top number (RC) comes from those 21 L.C. classification categories discussed earlier. The second number is derived from over 33 volumes of basic schedules, plus additions and corrections. Each of these schedule volumes breaks down a subject into its minutest detail, as in the Zoology schedule shown on the opposite page.

HOW DO I SHELVE THEE?

Or, rather, how do I find thee? NEVER, UNDER ANY CIRCUMSTANCES, RESHELVE A BOOK YOURSELF ONCE YOU HAVE TAKEN IT OUT OF ITS ORIGINAL ORDER. Instead, return the book to the specially designated shelving areas in each section of stacks. No matter how intelligent you are, you may just put that book back in the wrong place. A MIS-SHELVED BOOK IS A LOST BOOK.

However....to FIND a book on the shelves, remember that the numbers on the second line of the call number are decimal fractions, like money (only, alas, you can't spend it). The smaller decimal comes first.

order	1	2	3	4	5	6	7
	QL 395	QL 395.1	QL 395.2	QL 395.23	QL 395.25	QL 395.3	QL 395.5

Invertebrates—Continued.
Brachiopoda.
395 General works.
.1 Classification. Check lists. Catalogs. Collections.
Geographical distribution.
Not divided by country.
.2 North America.
.23 Mexico, Central America, West Indies.
.25 South America.
.3 Europe.
.4 Asia.
.5 Africa.
.6 Australia and Pacific islands.
.7 Arctic and Antarctic.
.8 **Systematic divisions, A-Z.**
e. g. .L7 Lingulidae.
.T4 Terebratulidae.
.9 Anatomy. Morphology. Physiology. Biology.
Polyzoa or Bryozoa.
396 General works.
.5 Classification. Check lists. Catalogs. Collections.
397 **Geographical distribution.**
Not divided by country.
.1 North America.
.2 Mexico, Central America and West Indies.
.3 South America.
.4 Europe.
.5 Asia.
.6 Africa.
.7 Australia and New Zealand.
.8 Pacific islands.
.9 Arctic and Antarctic.
398 **Systematic divisions, A-Z.**
e. g. .C5 Cheilostomata.
.C8 Ctenostomata.
.C9 Cyclostomata.
.E3 Ectoprocta.
.E6 Entoprocta.
.G9 Gymnolaemata.
.P6 Phylactolaemata.
399 Anatomy. Morphology. Physiology. Biology.
Mollusca (Mollusks, Shells, Conchology).
Cf. SH 365-379, Oyster culture and fisheries.
401 Periodicals, societies, etc.
402 Collected works (nonserial).
403 General works.

my book is missing.

CARD CATALOGS

Assigning call numbers so that books can be shelved by subject is only one half of the librarian's task. To make his collection fully accessible to users he must create some sort of index or finding aid to the total collection, so that users can find the books they want by author, by title, and by subject. The most frequently employed index to the collection is called a CARD CATALOG which contains 3 x 5 cards representing every book in a library's holdings. Works of literature, such as fiction, poetry, and plays, contain a minimum of two cards in the card catalog: one for author and one for title. (If there is more than one author, the names of all the authors up to three are also included in the catalog.) Works of nonfiction contain a minimum of three cards: author, title, and subject.

Some card catalogs file authors, titles, and subjects all in one alphabet. This so-called "dictionary" catalog is hard for patrons to use, since the cards are arranged according to a complex system of filing rules too difficult for non-librarians to fathom without instruction. Many libraries now use the other possible arrangement: a "divided" catalog, which separates the cards for authors, titles, and subjects into three separate catalogs. After all, if you are looking for books with the word "Washington" in the title, it is much easier to go to a catalog that has all titles in it than to have to wade through hundreds of cards for "Washington" as author and "Washington" as subject. This is not to mention the confusion resulting from the fact that many names, such as "Washington," can refer to people, towns, cities, counties, and even companies, some of which are authors, some titles, and some subjects. And if you think a dictionary catalog is confusing, just thank your lucky stars that you don't live in a country that prefers "classed" catalogs, which are arranged hierarchically from broad subject (say, Literature) to narrower subjects (Russian, Italian, French literatures, etc.).

There is nothing immutable and eternal about the card catalog as an index to library collections. It is merely the most convenient way AT PRESENT of showing the holdings of a library. Actually, the card catalog is on its way out. Just as the card catalog was developed in the nineteenth century to replace cumbersome book catalogs, so twentieth-century computer technology is gradually replacing the card catalog with machine-readable tapes. The new computer-produced catalog has three stages. In stage one, the card catalog is phased out as all of its records are transferred onto magnetic tape. Stage two involves producing those records on microfiche (flat pieces of microfilm) in what is called a COM (computer-output-microfiche) catalog. Instead of cards, the library's users will "read" the catalog on microfiche readers. The final step is to eliminate the microfiche and provide video display terminals for library users to call up books they need through a system of simple operations at the terminal. Such terminals would be no harder to use than current automated bank teller machines.

Meanwhile, back at the CARD CATALOG......

WHEN A CARD CATALOG IS NOT A PERSON'S BEST FRIEND (or what to do til the librarian comes)

Although I hate to disillusion you, in all honesty I must admit that the card catalog does not contain everything in a library's holdings. Each library has its own types of material which it does not include in its card catalog. Sometimes this material is non-print media (records, cassettes, films); sometimes certain kinds of printed material (periodicals, university archives, etc.). Since each library differs in this respect, you must be aware of these omissions every time you use a new collection. Material not listed in the card catalog is usually represented in some other catalog or printed index. For example, in large libraries records, cassettes, and films usually have their own separate catalogs. Periodicals are often found in printed lists which the library updates at frequent intervals. Look around an unfamiliar library and ask questions. There are usually information signs directing you to these other catalogs, and the people at the reference desk are always ready to show you to the right place.

Our own catalog at Ramsey Library is no exception to this practice of omitting certain categories of information. Do not look for the following types of material in our author, title, or subject catalogs:

1. Periodicals

   Correct source: Periodical Holdings List kept in various key areas of the library.

2. Most United States government documents

   Correct source: Documents card catalog.

3. Parts of books, such as individual chapters, essays, poems, plays, and speeches.

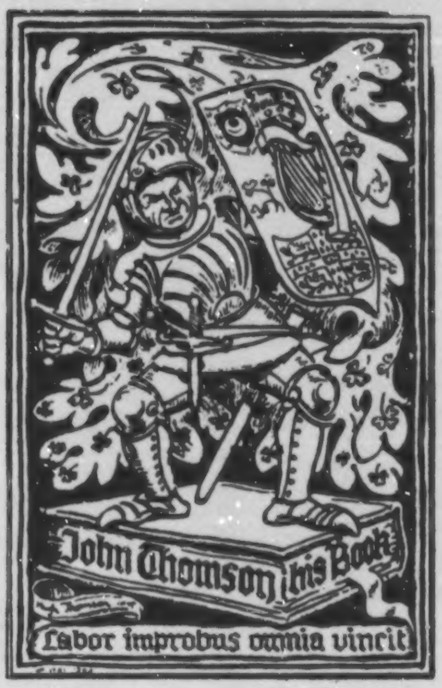
   Correct source: Indexes mentioned in Chapter 5.

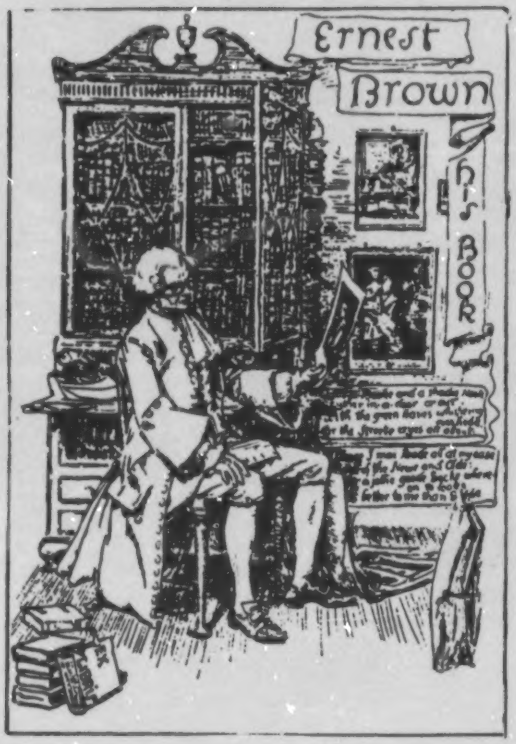
4. Periodical and newspaper articles.

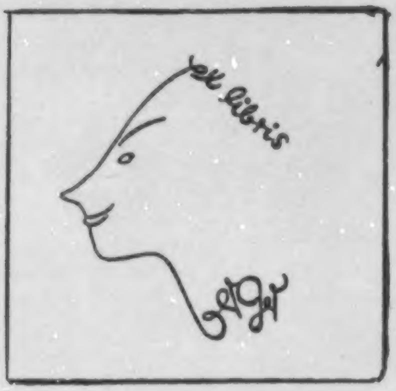
   Correct source: The periodical indexes listed in Chapter 6.

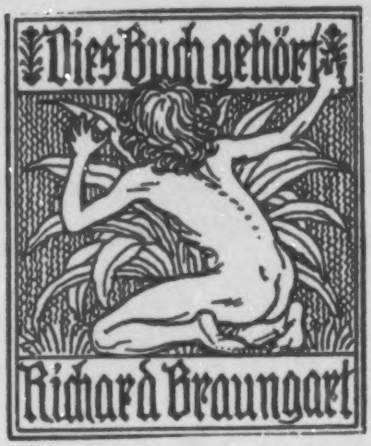
5. Paperbacks in our Browsing Collection.

   Correct source: Well, a browsing collection is meant to browse in, right? (By the way, have you ever wondered why the "browsing" was picked over "grazing" as the term used to designate leisurely choosing of books? Both words mean feeding)


John Thomson his Book
Labor improbus omnia vincit

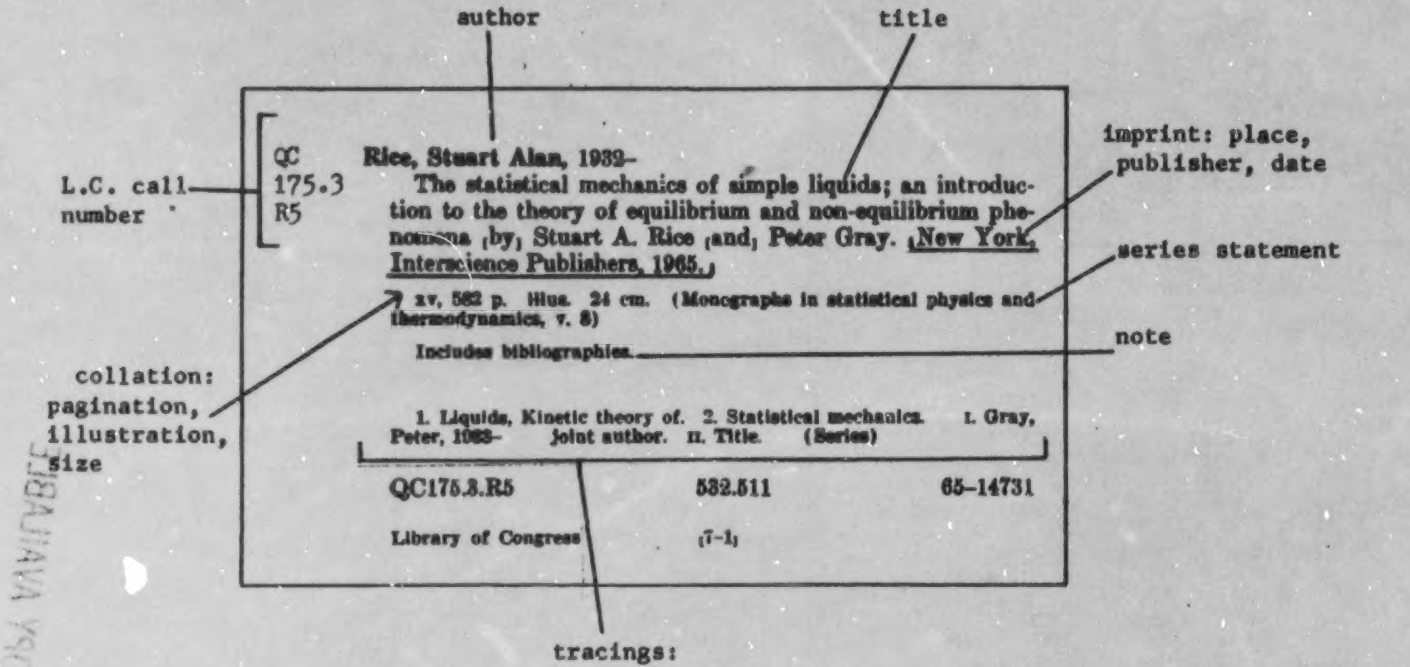

Ernest
Brown
his
Book




Dies Buch gehört
Richard Braungart

BEST COPY AVAILABLE

PARTS OF A CATALOG CARD



QC
175.3
R5

Rice, Stuart Alan, 1932-

The statistical mechanics of simple liquids; an introduction to the theory of equilibrium and non-equilibrium phenomena ₍by₎ Stuart A. Rice ₍and₎ Peter Gray. ₍New York, Interscience Publishers, 1965.₎

xv, 582 p. illus. 24 cm. (Monographs in statistical physics and thermodynamics, v. 8)

Includes bibliographies.

1. Liquids, Kinetic theory of. 2. Statistical mechanics. I. Gray, Peter, 19[illegible]- joint author. II. Title. (Series)

QC175.3.R5 532.511 65-14731

Library of Congress ₍7-1₎

author
title
imprint: place, publisher, date
L.C. call number
series statement
note
collation: pagination, illustration, size
tracings:

tracings:

1-2: subject catalog (one inverted, one phrase subject)
I: author catalog (joint author)
II: title catalog (The statistical mechanics of simple liquids)

CATALOG CARDS AS SOURCES OF INFORMATION

No matter how many cards are in the catalog for a book - author, title, subject - each of these is essentially the same card. The only difference between the author, title, and subject cards is sometimes the subject and always the title cards have an extra line above the author's name showing either title or subject, as the case may be. You can learn a lot of valuable information by knowing how to interpret a catalog card. For example, look at the sample card on the opposite page. It can help you find additional books and periodical literature on your subject by telling you the following things:

FURTHER SUBJECT HEADINGS UNDER WHICH TO CHECK THE CARD CATALOG

The list of terms by Arabic numerals at the bottom of the catalog card tells you what subjects a book represents in the subject card catalog. The subjects for the book by Stuart Alan Rice are "Liquids, Kinetic theory of" and "Statistical mechanics." By checking the subject card catalog under these terms, you will find additional information on these topics.

WHETHER A BOOK GIVES YOU SUGGESTIONS FOR FURTHER READING

Be aware of phrases indicating that a book will provide suggestions for other books and articles on your subject. These suggestions will be found in the footnotes, endnotes, and bibliographies of each non-fiction title. The catalog cards usually indicate the presence of such references by the phrase "Bibliographies." "Includes bibliographies," "Notes," or similar statements.

WHERE ADDITIONAL BOOKS ON THIS SUBJECT ARE SHELVED

The call number will show you the area of shelves in which to browse for further material.

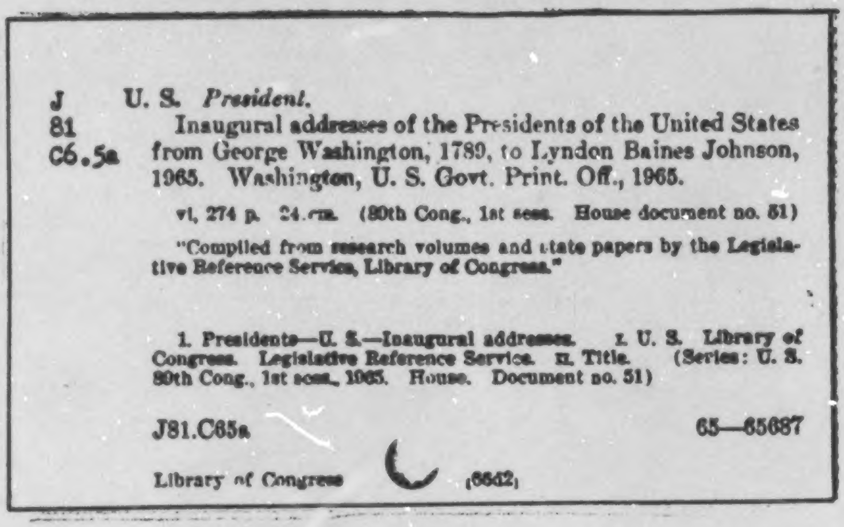
THE NAMES OF OTHER AUTHORS ON YOUR SUBJECTS

If a book is written by two or more people, simply check the author catalog under their names (they are called "joint authors"; the chief author is the person whose name appears at the top of the card in bold print.) Frequently you will find that they have written other books on your topic.

TYPES OF CATALOG CARDS

Occasionally you will run across a card that does not exactly resemble the sample card on the previous page. Some books do not have personal authors at all, but have what we call CORPORATE AUTHORS because they have been issued by an organization, institution, business, or government body. Therefore, instead of a personal name appearing in bold print at the top of the card, there will appear the name of the organization.

CORPORATE AUTHOR CARDS



J
81
C6.5a

U. S. *President.*

Inaugural addresses of the Presidents of the United States from George Washington, 1789, to Lyndon Baines Johnson, 1965. Washington, U. S. Govt. Print. Off., 1965.

vi, 274 p. 24 cm. (89th Cong., 1st sess. House document no. 51)

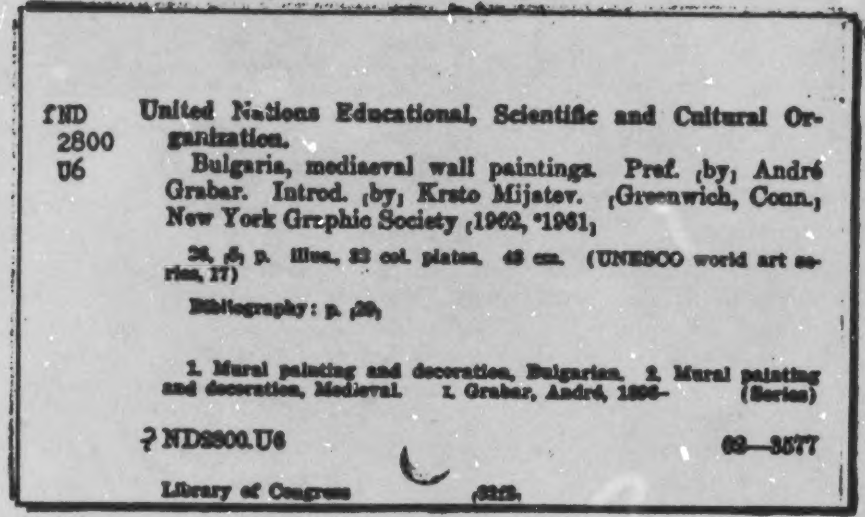
"Compiled from research volumes and state papers by the Legislative Reference Service, Library of Congress."

1. Presidents—U. S.—Inaugural addresses. I. U. S. Library of Congress. Legislative Reference Service. II. Title. (Series: U. S. 89th Cong., 1st sess., 1965. House. Document no. 51)

J81.C65a 65—65687

Library of Congress [66d2]

BEST COPY AVAILABLE



fND 2800 U6

United Nations Educational, Scientific and Cultural Organization.

Bulgaria, mediaeval wall paintings. Pref. ⌊by⌋ André Grabar. Introd. ⌊by⌋ Krsto Mijatev. ⌊Greenwich, Conn.⌋ New York Graphic Society ⌊1962, °1961⌋

28, ⌊5⌋ p. illus., 32 col. plates. 48 cm. (UNESCO world art series, 17)

Bibliography: p. ⌊29⌋

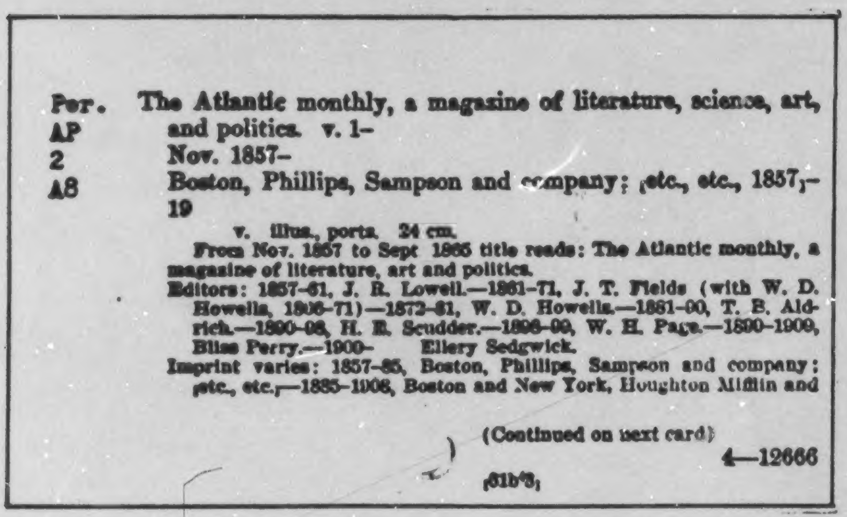
1. Mural painting and decoration, Bulgarian. 2. Mural painting and decoration, Medieval. I. Grabar, André, 1896- (Series)

? ND2800.U6 62—3577

Library of Congress ⌊[illegible]⌋

Sometimes the card will show no author at all (but that doesn't mean that the book was Ghost Written!). Many types of material, such as magazines, have no author:

TITLE CARD



Per. AP 2 A8

The Atlantic monthly, a magazine of literature, science, art, and politics. v. 1-

Nov. 1857-

Boston, Phillips, Sampson and company; ⌊etc., etc., 1857⌋-19

v. illus., ports. 24 cm.

From Nov. 1857 to Sept 1865 title reads: The Atlantic monthly, a magazine of literature, art and politics.

Editors: 1857-61, J. R. Lowell.—1861-71, J. T. Fields (with W. D. Howells, 1866-71)—1872-81, W. D. Howells.—1881-90, T. B. Aldrich.—1890-98, H. E. Scudder.—1898-99, W. H. Page.—1899-1909, Bliss Perry.—1909- Ellery Sedgwick.

Imprint varies: 1857-85, Boston, Phillips, Sampson and company; ⌊etc., etc.⌋—1885-1908, Boston and New York, Houghton Mifflin and

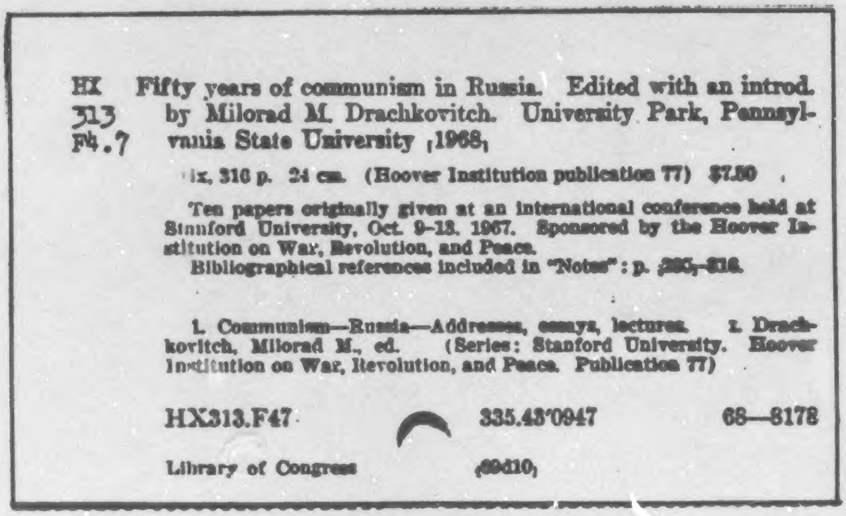
(Continued on next card)

4—12666

⌊61b^3⌋

Others have so many authors that it is not practical to list all of them. These works, called anthologies, are sometimes entered under their titles:

TITLE CARD



HX Fifty years of communism in Russia. Edited with an introd.
313 by Milorad M. Drachkovitch. University Park, Pennsylvania State University ₍1968₎
F4.7

ix, 316 p. 24 cm. (Hoover Institution publication 77) $7.50

Ten papers originally given at an international conference held at Stanford University, Oct. 9-13, 1967. Sponsored by the Hoover Institution on War, Revolution, and Peace.
Bibliographical references included in "Notes": p. ₍295₎-316.

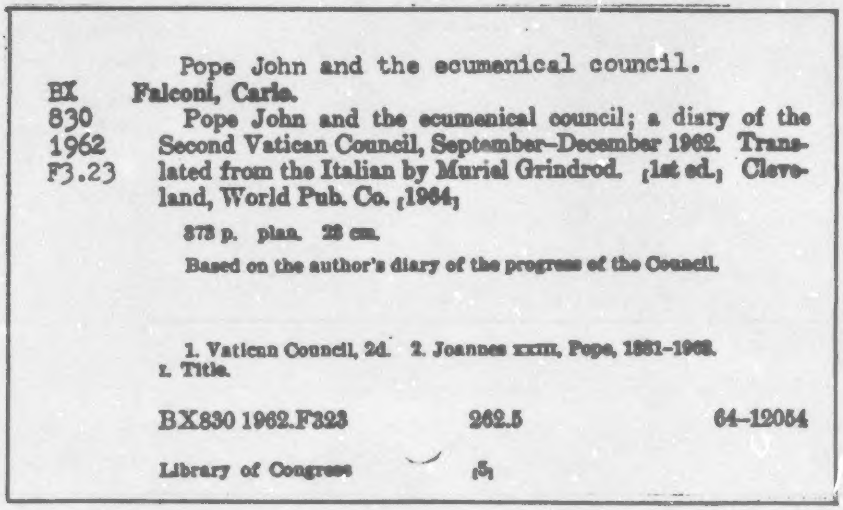
1. Communism—Russia—Addresses, essays, lectures. I. Drachkovitch, Milorad M., ed. (Series: Stanford University. Hoover Institution on War, Revolution, and Peace. Publication 77)

HX313.F47 335.43'0947 68—8178

Library of Congress ₍69d10₎

Of course, most cards in the title catalog simply have the title typed above a standard author card:

STANDARD TITLE CARD FOR
A BOOK WITH AN AUTHOR



Pope John and the ecumenical council.
BX Falconi, Carlo.
830 Pope John and the ecumenical council; a diary of the
1962 Second Vatican Council, September–December 1962. Trans-
F3.23 lated from the Italian by Muriel Grindrod. ₍1st ed.₎ Cleveland, World Pub. Co. ₍1964₎

373 p. plan. 23 cm.

Based on the author's diary of the progress of the Council.

1. Vatican Council, 2d. 2. Joannes XXIII, Pope, 1881-1963.
I. Title.

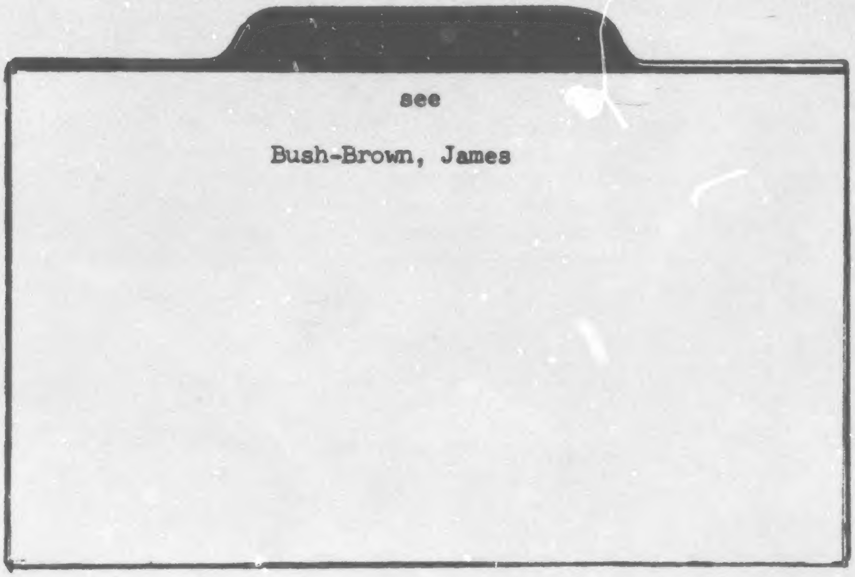
BX830 1962.F323 262.5 64-12054

Library of Congress ₍5₎

OH WHERE, OH WHERE HAS MY LITTLE BOOK GONE? (Or GUIDECARDS REVISITED)

Every so often you will search for a personal name in the author catalog or for a subject in the subject catalog and find you have looked under the wrong heading. If you make this mistake, it should be immediately apparent, for card catalogs contain special cards, called GUIDE CARDS, which direct you from an incorrect heading to a correct one. Such directions are called SEE REFERENCES, CROSS REFERENCES or X-REFERENCES. Unlike X-rated entertainment, these X-REFERENCES are not inherently exciting, simply useful. They guide your way through the labyrinth of card catalog entries to a safe haven among the authors and subjects you want. A SEE REFERENCE from the wrong form of an author's name is simple, appearing as follows:

SEE REFERENCE - AUTHOR CATALOG

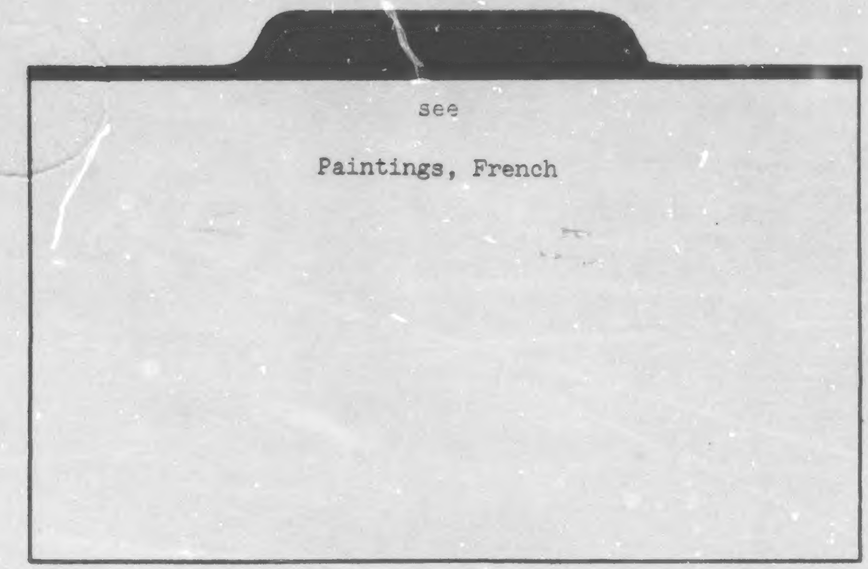


see

Bush-Brown, James

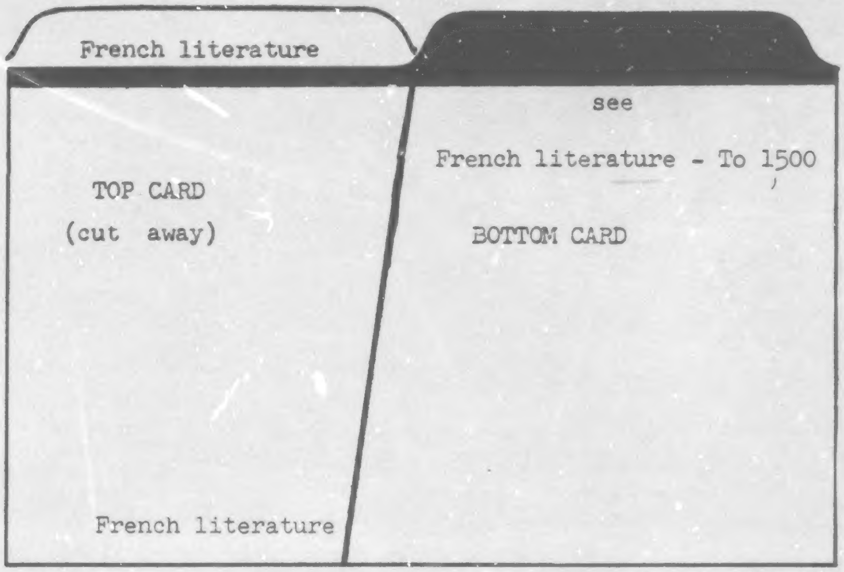
SEE REFERENCES in the subject catalog are a bit more complex. They can appear as tabbed cards in the center of the drawer when the reference is to a main subject heading, such as in the example on the next page:

SEE REFERENCE - SUBJECT CATALOG
MAIN HEADING


see
Paintings, French

They can also appear on the right-hand side of the catalog drawer when the reference is to the correct subdivision of a main heading: Here the main heading on the left is FRENCH LITERATURE. Because OLD FRENCH is an incorrect form of subdivision for this main head, a yellow-tabbed card is placed behind the main FRENCH LITERATURE card. (We have cut away part of the FRENCH LITERATURE card to show you the SEE REFERENCE - SUBJECT CATALOG card behind it.)

SUBDIVISION OF MAIN HEADING


French literature
see
French literature - To 1500
TOP CARD
(cut away)
BOTTOM CARD
French literature

Note that all SEE REFERENCES in the Ramsey Library are indicated by yellow tabbed cards, whether the reference is in the center or on the right-hand side of a catalog card drawer.

SIMPLE FILING RULES FOR AUTHOR, TITLE, AND SUBJECT CATALOGS

A) ALPHABETICAL ORDER: WORD-BY-WORD

All cards are filed alphabetically WORD-BY-WORD, not letter-by-letter, as in a telephone directory. Take the list "New Haven," "New York," "Newark." In a telephone directory, these words would be filed: Newark, New Haven, New York. In a card catalog they would be filed:

WORD-BY-WORD FILING

New Haven
New York
Newark

The word-by-word method means that you acknowledge the space at the end of a word and then proceed to alphabetize by the second word - for example, "Black death" files before "Blackberries". As you can see from the following examples, choice of either word-by-word or the letter-by-letter method affects the order in which words are found:

WORD-BY-WORD	LETTER-BY-LETTER
Black	Black
Black death	Blackberries
Black market	Black death
Black tongue	Blackjack
Blackberries	Blacklisting
Blackjack	Black market
Blacklisting	Black tongue

I forgot about the word-by-word filing rule.

B) TITLE CATALOG: OMIT INITIAL ARTICLES

The title catalog lists in alphabetical order all classified books and bound periodicals that have a distinctive title. In other words, cards for The Happy Hooker or War and Peace will be in the title catalog if we own those books. Titles such as Essays, Collected Poems, or Selected Letters are too generic to be unique to any one book and will have no cards in the title catalog.

NEVER

EVER

RELY SOLELY ON THE TITLE CATALOG!

(You could be missing something.)

Make it a habit always to check the AUTHOR CATALOG as well as the title catalog when you are searching for a specific book. For example, many books are catalogued as part of an author's complete or collected works, such as the Complete Novels of Charles Dickens or the Collected Papers of Sigmund Freud. These complete works will not have title cards for every volume in the set. Instead, they will be listed in the author catalog only...and filed there first, before all the other books by the same author.

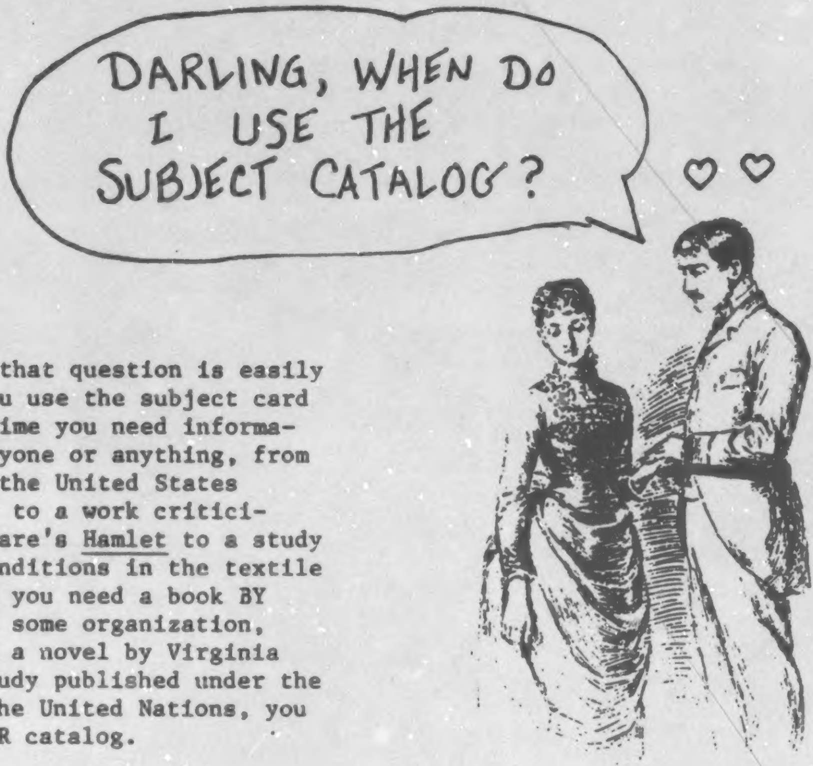
(filing order)

DICKENS, CHARLES

The works of Charles Dickens in 30 volumes
American notes
Barnaby Rudge
Bleak house
A Christmas Carol
etc.
etc.
etc.

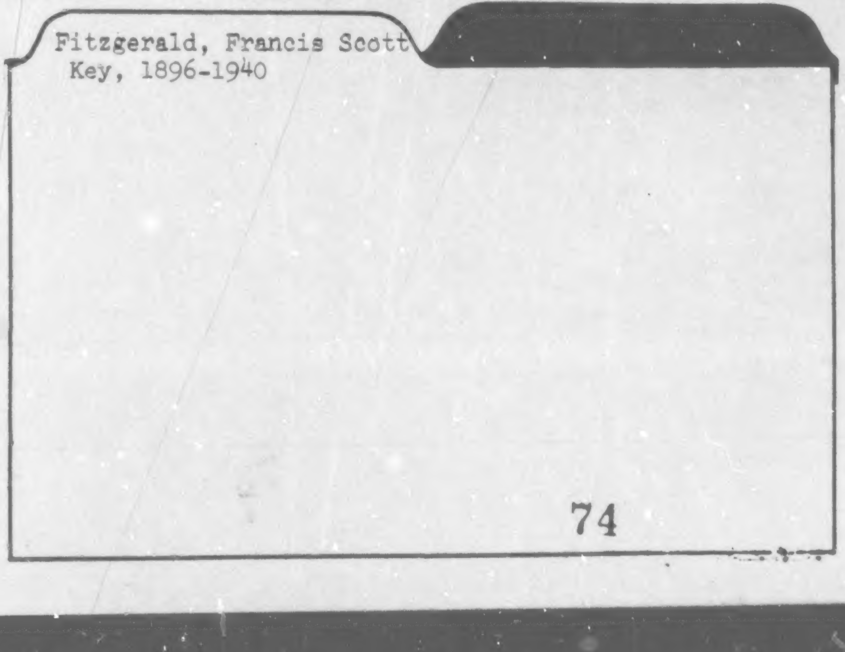
Also, remember to omit all INITIAL ARTICLES in a title, such as "A," "An," or "The." The title called The Way of all Flesh is found under "Way," not "The." This rule applies also to foreign-language titles: Los Amantes de Tereul is filed under "Amantes," and Der Junge Herder is found under "Junge," etc.

C) SUBJECT CATALOG: BY versus ABOUT


DARLING, WHEN DO I USE THE SUBJECT CATALOG?

Luckily, that question is easily answered. You use the subject card catalog any time you need information ABOUT anyone or anything, from a book about the United States Supreme Court to a work criticizing Shakespeare's Hamlet to a study of working conditions in the textile industry. If you need a book BY someone or BY some organization, whether it is a novel by Virginia Woolf or a study published under the auspices of the United Nations, you use the AUTHOR catalog.

To find critical material about another written work, such as a book, play, short story, or piece of nonfiction - you must check the subject card catalog under the NAME OF THE AUTHOR OF THE WORK BEING DISCUSSED. For example, all criticism of Shakespeare's Hamlet is listed under Shakespeare, with the cards representing studies of Hamlet filed alphabetically under "H" on the right-hand side of the drawer behind the card for Shakespeare. Similarly, criticism of F. Scott Fitzgerald's novel The Great Gatsby will be found listed under the card for Fitzgerald, Francis Scott Key:

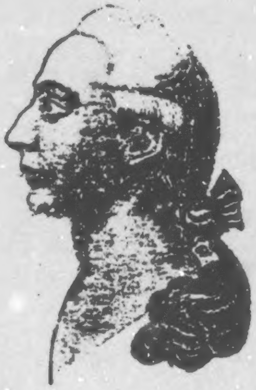

Fitzgerald, Francis Scott
Key, 1896-1940

WHO WAS THAT LIBRARIAN?

Over the years many famous (and notorious) men and women have worked in libraries. Some, like the British poet Philip Larkin, are still active. (Larkin is Librarian at the University of Hull, Yorkshire). Others, like John Braine, author of the novel Room at the Top, abandoned the library profession when they were able to support themselves through writing. In case you think that librarians are an impractical and ineffectual lot, consider Mao Tse-Tung and Pope Pius XI, both administrators of enormously complex institutions. As for Casanova......

CASANOVA (1725-1798)

This famous 18th-century libertine spent the last 13 years of his life as librarian to the Count von Waldstein in Bohemia. No doubt he found it restful after the erotic rigors of his earlier career.



HISTORICAL PICTURES SERVICE

GIOVANNI JACOPO CASANOVA

MAO TSE-TUNG (1893-1976)

In 1918 the future Chairman of the Chinese Communist Party spent half a year working as a library assistant at Peking University. According to the Encyclopedia Britannica, this period was of "disproportionate importance in shaping his future career."

Wide World

J. Edgar Hoover

J. EDGAR HOOVER (1895-1972)

The future head of the FBI worked his way through George Washington University by being a messenger at the Library of Congress.

POPE PIUS XI (1857-1939)

Achille Ambrogio Damiano Ratti, later Pius XI, modernized the Vatican Library during his term there as head librarian.

Using the library is like

cycling...easier with practice.

D) SUBJECT CATALOG: SOURCE OF SUBJECTS

The subjects represented in our card catalog are taken from a two-volume compilation of terms called Library of Congress Subject Headings, which represents all possible headings in use for books in our national library in Washington. Obviously, the terms listed in this two-volume compilation will far exceed the number in our own small card catalog, for this book lists all POSSIBLE subject headings for all POSSIBLE subjects. We will not have books in our library for every term given.

These terms, called "subject headings," are part of a precisely defined and controlled vocabularly. What happens if you look under an incorrect term? You are easily directed to the correct one (see page 58, the section on guide cards). The terms as printed in the Library of Congress Subject Headings volumes clearly show how the subjects relate to one another. Examine carefully these sample pages superimposed on each other from the subject heading book and note the following features:

correct vs. incorrect — 1. Correct headings are printed in boldface type (e.g., **Bones**).

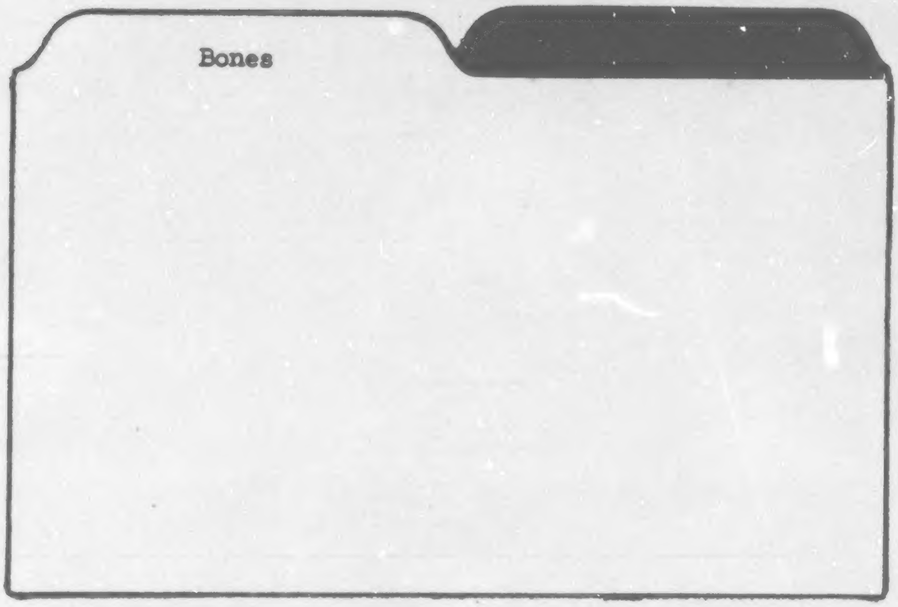
see — 2. Incorrect headings are in lighter type (e.g., Bone black), with a reference (e.g., *See* Animal charcoal) to the correct term. In our card catalog, these "See references" are typed on yellow-tabbed cards, the ones discussed on page 58 of this chapter.

see also — 3. Many correct headings direct you to related subjects that might prove useful for your topic. These other subjects are shown after the letters *sa* (in italics), the *sa* meaning "see also" these other subjects. For example, under the heading "Bones" you are directed to see also the subjects ranging from "Animal remains (Archaeology)" to "Zygoma." The "see also" references begin opposite the italicized *sa* and continue until another symbol (*x* or *xx*) begins. Many headings have no "see also" references at all.

subdivisions — 4. In order to talk about some subjects, it is necessary to have all cards on the right-hand side of the drawer to represent special aspects of topics. Take the heading "Bones," for example. Suppose you wanted books about the biopsy of bones. To indicate this idea, a supplemental heading - called a SUBDIVISION - is added to the main heading. These subdivisions are represented in the *Library of Congress Subject Headings* volumes by dashes:

Bones
  --Biopsy

and in the actual card catalog by cards filed on the right-hand side of the drawers:



L.C. Classification numbers

Bone black
See Animal charcoal
Bone carving *(Direct)* *(NK6020)*
sa Indians of Mexico—Bone carving
Oracle bones
Scrimshaws
xx Carving (Art industries)
Paleography
Writing—Materials and instruments
Bone conduction
xx Hearing
Bone densitometry
x Densitometry, Bone
xx Body composition
Bones—Radiography
Calcium in the body
Bone development
See Bone—Growth
Bone-grafting *(RD123)*
sa Bone banks
x Bones—Transplantation
Grafting of bone
Osteoplasty
Osteosynthesis
xx Bones—Surgery
Homografts
Surgery
Surgery, Experimental
Surgery, Plastic
Transplantation of organs, tissues, etc.
Bone growth
See Bone—Growth
Bone implements *(Direct)*
xx Archaeology
Implements, utensils, etc.
Industries, Primitive
Bone lace
See Bobbin lace
Bone marrow
See Marrow
Bone marrow derived cells
See B cells
Bone-meal *(Feed, SF99; Fertilizer, S659; Utilization of wastes, TP995)*
xx Bone products
Organic fertilizers
Phosphatic fertilizers
Bone products
sa Animal charcoal
Bone-meal
Glue
Phosphates
x Bones (Technology)
xx Animal charcoal
Animal products
Bones
Glue
Phosphates
Bone rattle
See Notched rattle
Bone regeneration
xx Regeneration (Biology)
Bone shark
See Basking shark
Bonefish
x Banana fish
Ladyfish
Bonellein

Bones *(Animal, QL821; Human, QM101-117)*
Here are entered comprehensive and systematic works on the anatomy of the bony structure of man and its articulations; also comparative studies and discussions of bony structures of vertebrate groups other than man. Works on the comparative morphology, mechanics, etc. of the skeleton are entered under the heading Skeleton. Studies of skeletal remains are entered under Anthropometry; Man, Prehistoric; etc.

related topics

sa Animal remains (Archaeology)
Bone
Bone products
Callus
Cartilage
Cheek-bone
Epiphysis
Extremities (Anatomy)
Facial bones
Forensic osteology
Fractures
Humerus
Hyoid bone
Joints
Ligaments
Occipital bone
Pelvis
Ribs
Skeleton
Skull
Spine
Tibia
Ulna
Zygoma
x Osteology
xx Bone
Fractures
Musculoskeletal system
Physiology
Skeleton
Note under Skeleton

subdivisions

— Abnormities and deformities *(RD761-789)*
sa Laurence-Moon-Biedl syndrome
— Atlases
— Biopsy
— Blood-vessels
— — Radiography
x Bone angiography
— Collection and preservation
— Diseases *(RD684)*
sa Acrodystrophic neuropathy
Bones—Radiography
Exostosis
Fibrous dysplasia of bone
Fractures, Spontaneous
Necrosis
Osteal manifestations of general diseases
Osteitis deformans
Osteitis fibrosa
Osteomalacia
Osteomyelitis
Osteopetrosis
Osteoporosis
Osteopsathyrosis
Osteosclerosis
Perosis
X-rays
— — Genetic aspects
— Innervation
— Juvenile literature
— Radiography
sa Bone densitometry
xx Bones—Diseases
— Surgery *(RD684)*
sa Bone-grafting
Osteoclasis
Osteotomy
x Osteoplasty
— Transplantation
See Bone-grafting
— Tuberculosis *(RC312.5.B)*
Example under Tuberculosis
— Tumors *(RC280.B)*
sa Osteochondroma
— — Atlases

Skeletal remains
See Anthropometry
Man, Prehistoric
Skeleton *(Anthropology, GN70; Comparative anatomy, QL821-3; Human anatomy, QM101-117)*
Here are entered works on the comparative morphology, mechanics, etc. of the skeleton. Comprehensive and systematic works on the anatomy of the bony structure of man and its articulations, and comparative studies and discussions of bony structures of vertebrate groups other than man are entered under the heading Bones. Studies of skeletal remains are entered under Anthropometry; Man, Prehistoric; etc.
sa Bone
Bones
Extremities (Anatomy)
Human skeleton
Joints
Pelvis
Ribs
Skull
Spine
names of bones, e.g. Clavicle, Humerus
x Osteology
xx Bones

Osteology
See Bones
Skeleton

xx Gardens, Miniature
Bonnō (Buddhism)
See Vice (Buddhism)
Bonny language
See Ijo language
Bons mots
See Wit and humor
Bonsai
sa Suiseki
x Bon-sai
Dwarf trees
Miniature trees
Potted dwarf trees
xx Miniature plants
Plants, Potted
Bonseki
See Suiseki
Bontoc Igorot (Philippine people)
See Bontoks (Philippine people)
Bontoks (Philippine people)
x Bontoc Igorot (Philippine people)
xx Ethnology—Philippine Islands
Igorot
Bonus, Soldiers'
See Bounties, Military—[country subdivision], *e.g.* Bounties, Military—United States
Pensions, Military—[country subdivision], *e.g.* Pensions, Military—United States
Bonus Expeditionary Force, 1932 *(F199)*
— Juvenile literature
Bonus Expeditionary Force, 1933 *(F199)*

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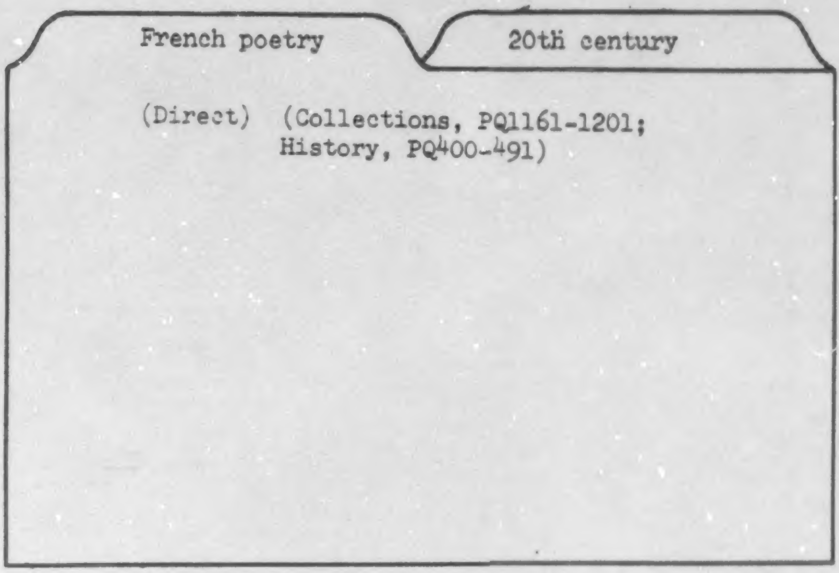
subdivisions 4. (continued)
Subdivisions are used to divide main topics in four ways:

time 4.a) BY TIME PERIOD

left-hand side of drawer **right-hand side**

American literature ------------------ Colonial period
English literature ------------------- Early modern (to 1700)

SUBDIVISION BY TIME



French poetry 20th century

(Direct) (Collections, PQ1161-1201;
History, PQ400-491)

place 4.b) BY PLACE

left-hand side **right-hand side**

Physics -------------------------- Great Britain
Art and science ----------------- France

format 4.c) BY FORMAT

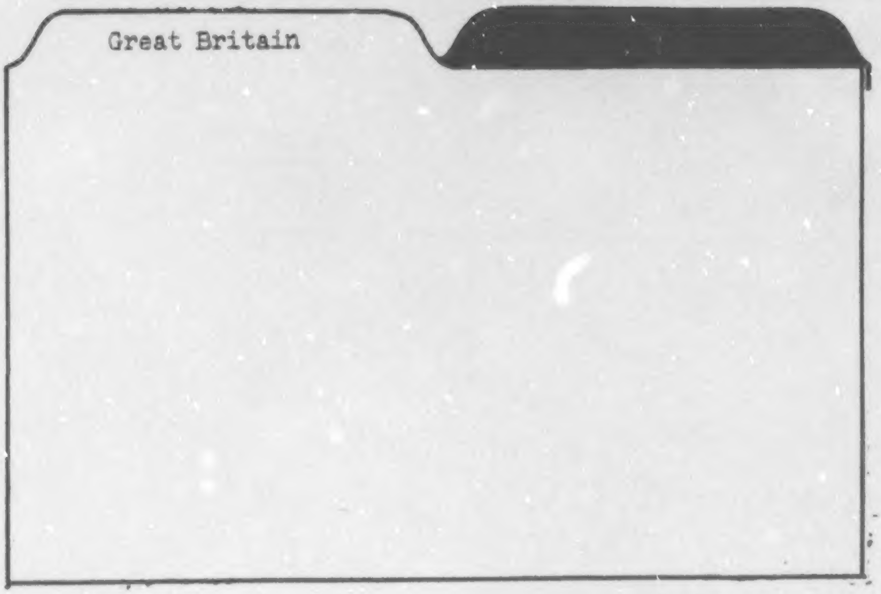
left-hand side | right-hand side

Art --------------------------- Periodicals
Songs ------------------------- Dictionaries
Yale University --------------- Addresses, essays, lectures

subtopic 4.d) BY SUBTOPIC

left-hand side | right-hand side

Bones ------------------------- Biopsy
Physics ----------------------- Study and teaching
Music ------------------------- Psychology



E. SUBJECT CATALOG: FOUR MAIN TYPES ON LEFT-HAND SIDE OF DRAWER

Cards for main subject headings are filed according to the types of heading they represent. There are four types: noun form, inverted form, corporate name form, and phrase form.

FOUR MAIN TYPES OF SUBJECT HEADINGS

1.	SINGLE NOUN FORM	(Art)
2.	INVERTED FORM	(Art, French)
3.	PHRASE FORM	(Art objects)
4.	CORPORATE NAME FORM	(United States. Army)

Each of these four types can be further supplemented by the SUBDIVISIONS discussed in Section D.4 above.

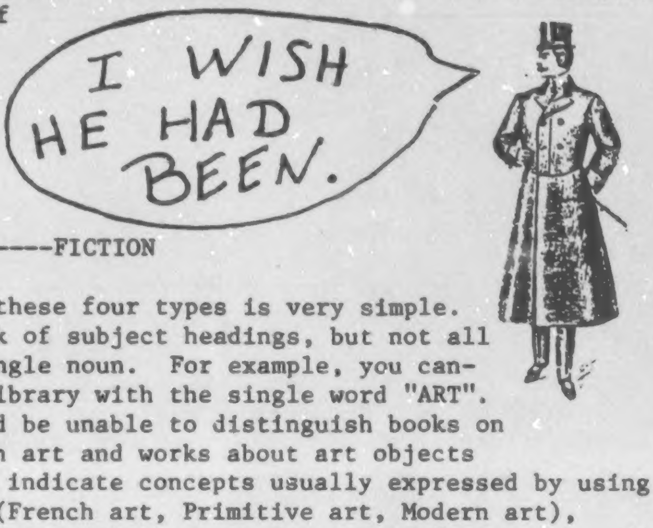
FOUR MAIN TYPES WITH SUBDIVISIONS

	Subdivisions
1. SINGLE NOUN FORM	ART----CATALOGS
2. INVERTED FORM	ART, FRENCH----HISTORY
3. PHRASE FORM	ART OBJECTS----UNITED STATES
4. CORPORATE NAME FORM	UNITED STATES. ARMY---BIOGRAPHY

WHY FOUR MAIN TYPES??? ? !!!!! ? \??//

GOOD QUESTION!

These four main types are needed to express the variety of subjects about which books can be written...Hindi music, Hottentots, cabbages and kings, and Mickey Mouse. In short, everything under the sun (or, as with space exploration, above it). Believe it or not, just these four main subject headings with approriate subdivisions can take care of expressing any subject that has ever been or ever will be written about. Even PERSONAL NAMES such as Shakespeare, William or Hitler, Adolf are considered SINGLE NOUN FORMS and can be subdivided by cards on the right-hand side of a catalog card drawer:


I WISH HE HAD BEEN.

HITLER, ADOLF--------FICTION

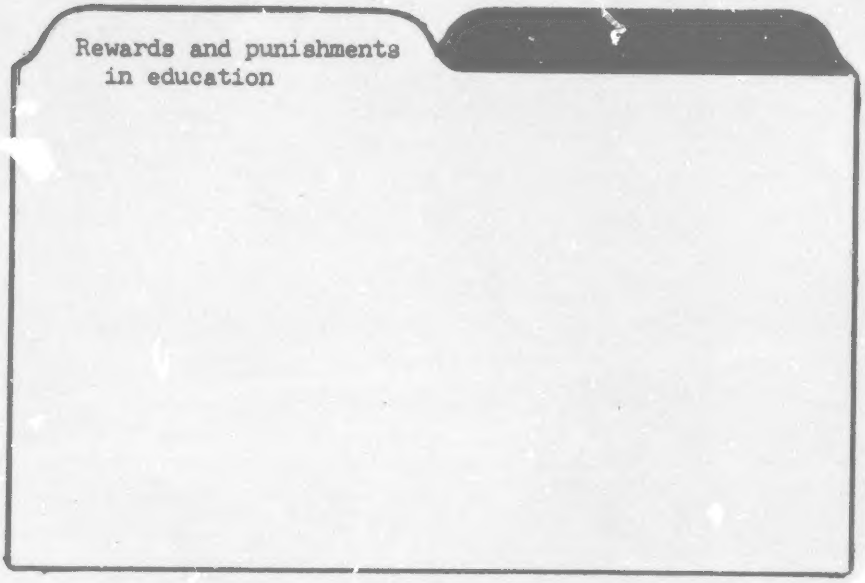
The division of labor among these four types is very simple. SINGLE NOUN FORMS make up the bulk of subject headings, but not all concepts can be expressed in a single noun. For example, you cannot indicate all art books in a library with the single word "ART". If you tried to do this, you would be unable to distinguish books on primitive art from those on French art and works about art objects from those about art history. To indicate concepts usually expressed by using a noun and adjective combination (French art, Primitive art, Modern art), libraries reverse the usual noun-adjective order. Instead of "primitive art," they say "art, primitive." Instead of "modern art," "art, modern." These headings are called INVERTED FORMS for the obvious reason that the usual adjective-noun order (Modern Art) is inverted (Art, Modern). Most noun-adjective combinations are treated this way with one important exception: the literature and language headings. ALL LITERATURE AND LANGUAGE HEADINGS are in the CORRECT ADJECTIVE-NOUN FORM, just as they are spoken:

ENGLISH LITERATURE
ENGLISH LANGUAGE
FRENCH DRAMA
RUSSIAN FICTION
ITALIAN POETRY
AMERICAN ESSAYS

DANISH FICTION
GREEK DRAMA (TRAGEDY)
GERMAN DRAMA (COMEDY)
ENGLISH BALLADS AND SONGS
RUSSIAN POETRY
AMERICAN PROSE LITERATURE

etc., etc., etc.

Some concepts, however, require more than one word to express. Ideas such as "Medicine as a profession," "Art objects," and "Philosophy in literature," and proper nouns such as "United States commissioners," "United States in art," and "United States marshals" all require two or more words. These PHRASE FORMS, no matter how long, still form a single subject heading filed on the left-hand side of the drawer.



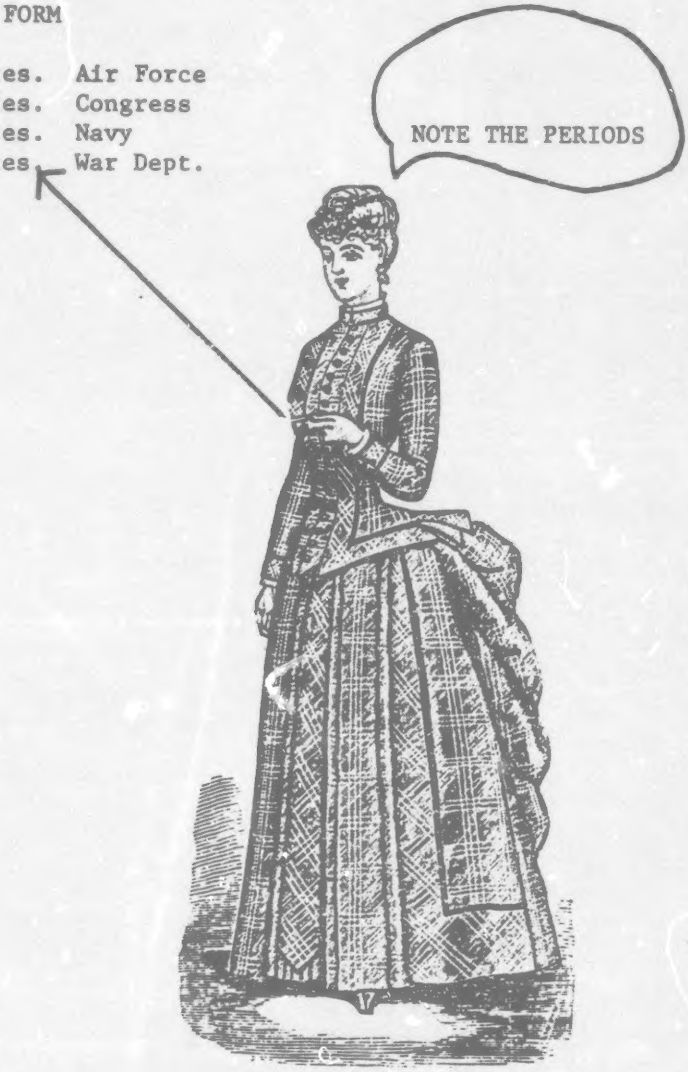
CORPORATE NAME FORMS are the names of organizations, associations, institutions, and government bodies that have had books written about them. They are analogous to the corporate name cards in the author catalog that we mentioned on page 55. Unfortunately, some of these corporate subject cards are very hard to locate in the catalog, especially if they represent books about divisions of governments, such as the United States. This problem derives from the practice of filing all corporate name forms after the name of the country or organization of which the corporate name is a part. For example, the name UNITED STATES and all its subdivisions (represented here by dashes) files before any CORPORATE NAME FORM for the United States government.

SINGLE NOUN FORM WITH SUBDIVISIONS

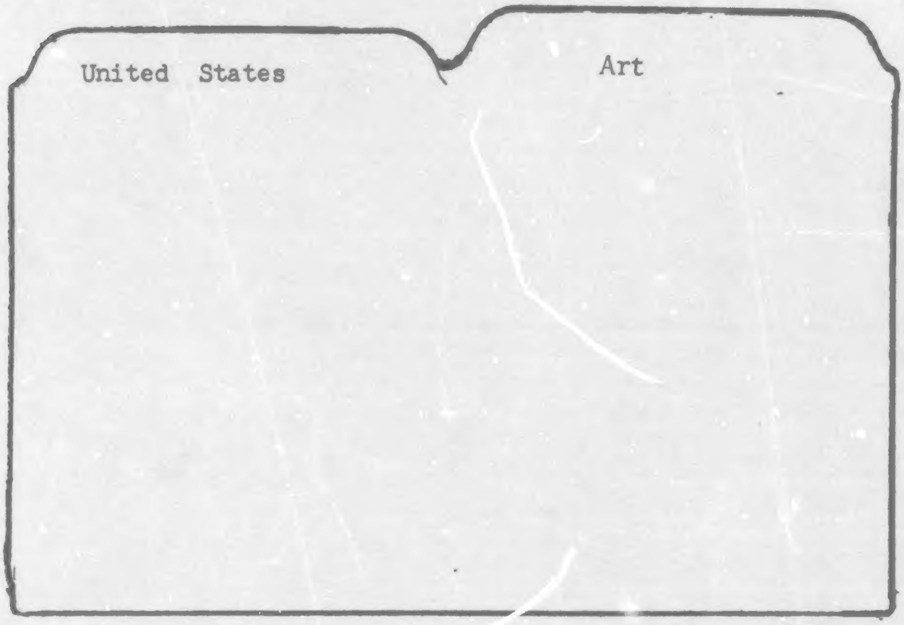
United States-----Antiquities
United States---- History
United States---- Religion
United States---- Statistics

CORPORATE NAME FORM

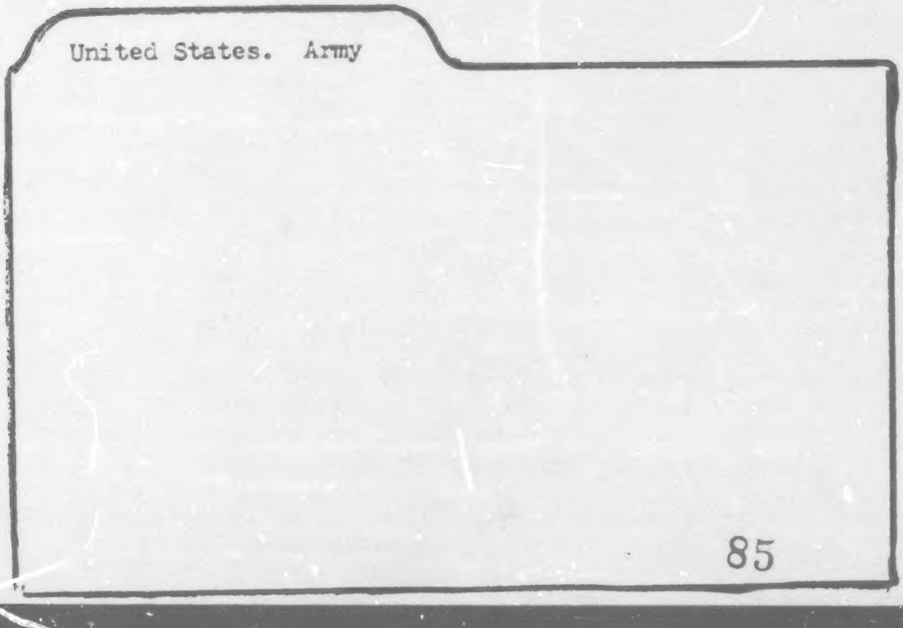
United States. Air Force
United States. Congress
United States. Navy
United States. War Dept.



The fact that all these CORPORATE NAME FORMS file after the SINGLE NOUN FORMS means that in the drawers for United States cards you must proceed all the way to the end of the cards that say "United States" on the left-hand side of the drawer


United States
Art

until you reach the left-hand cards that say "United States. Air Force" to "United States. War Dept."


United States. Army

F. SUBJECT CATALOG: FILING ORDER FOR FOUR MAIN TYPES

The subject card catalog is easy to use once you remember the four basic types of heading. In effect, you are really searching through THREE SEPARATE ALPHABETS whenever you search for a topic. Each common noun heading has SINGLE NOUN FORMS filed from A to Z, followed by INVERTED FORMS filed from A to Z, followed by PHRASE FORMS filed from A to Z. Each proper name for a country, organization, or business have three separate alphabets. First, the SINGLE NOUN FORM from A to Z, followed by the CORPORATE NAME FORMS from A to Z, followed by the PHRASE FORMS from A to Z. Just remember that for both common nouns and names of countries and organizations the SINGLE and PHRASE forms file, respectively, first and last, with the anomalous forms---INVERTED and CORPORATE ----in the middle alphabet. The following charts will help you remember the order.

FILING ORDER OF FOUR MAIN TYPES

Common Noun

1 Art
Art---Bibliography SINGLE

2 Art, Abstract
Art, Abstract---Catalogs INVERTED

3 Art objects
Art objects---Prices PHRASE

Name of Organization or Country

1 United Nations
United Nations---Finance SINGLE

2

2 United Nations. Secretariat
United Nations. Secretariat---History CORPORATE

3 United Nations Emergency Force
United Nations Emergency Force---History PHRASE

FILING ORDER OF COMMON NOUNS

(Single noun form)

Art---------------------Ability testing
Art---------------------Catalogs
Art---------------------Finance
Art---------------------History
Art---------------------History----19th century
Art---------------------History----20th century
Art---------------------History----1945-1970
Art---------------------Lighting
Art---------------------Prices
Art---------------------Technique

(Inverted form)

Art, Abstract
Art, Abstract----Exhibitions
Art, Gothic
Art, Modern
Art, Modern---------------Catalogs
Art, Primitive
Art, Renaissance
Art, Renaissance----History
Art, Renaissance----Periodicals
Art, Victorian
Art, Zen------------------Philosophy

(Phrase form)

Art and history
Art and mental illness
Art and mythology---Bibliography
Art and religion
Art and war
Art criticism----History
Art dealers
Art in literature
Art libraries----Directories
Art nouveau
Art objects------Prices
Art schools
Art treasures in war

FILING ORDER OF NAMES FOR ORGANIZATIONS OR COUNTRIES

(Single noun form)

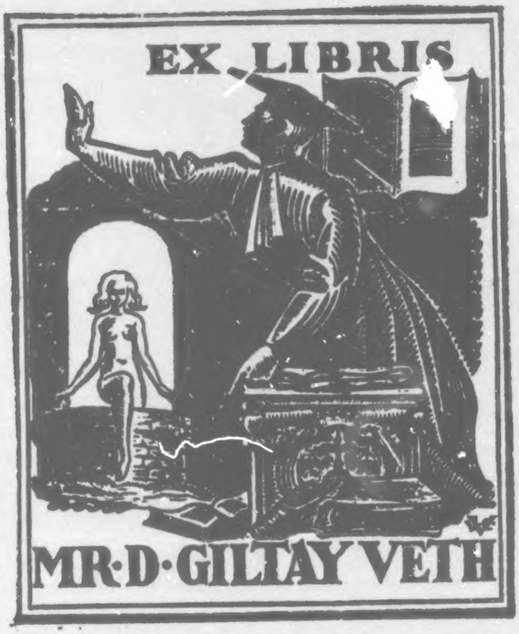
United States----------Antiquities
United States----------Armed Forces
United States----------Civilization
United States----------History
United States----------History---Colonial period
United States----------History---Revolution
United States----------History---19th century
United States----------History---1817-1825
United States----------History---Civil War, 1861-1865
United States----------History---20th Century
United States----------History---1933-1945
United States----------National security
United States----------Religion
United States----------Social life and customs
United States----------Territorial expansion

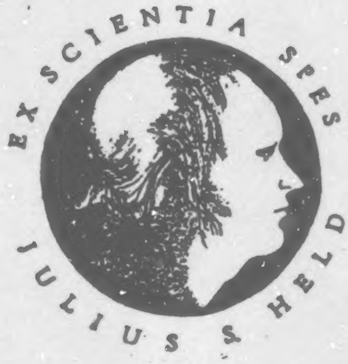
(Corporate name form)

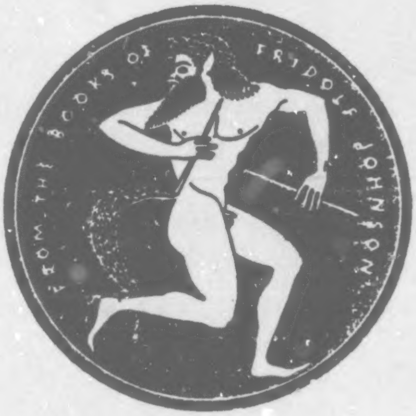
United States. Army
United States. Army--------Biography
United States. Army--------Sports
United States. Congress
United States. Congress----Reform
United States. Congress----Rules and practice
United States. Congress. House
United States. Congress. House----Voting
United States. Congress. Senate
United States. Congress. Senate---Majority whip
United States. Constitution
United States. Dept. of Agriculture
United States. Dept. of State
United States. Navy
United States. Small Business Administration
United States. Supreme Court
United States. Supreme Court----History
United States. War Dept.

(Phrase form)

United States commissioners
United States Exploring Expedition, 1838-1842
United States in art
United States in literature
United States magistrates
United States marshals
United States Naval Expedition to Japan, 1852-1854


EX LIBRIS
MR·D·GILTAY VETH


EX SCIENTIA SPES
JULIUS S. HELD


FROM THE BOOKS OF FRIDOLF JOHNSON

Some subject headings are stranger than others. And some are very strange indeed. Believe it or not, the following is a list of actual Library of Congress subject headings:

BUTTOCKS (IN RELIGION, FOLK-LORE, ETC.)

TARIFF ON HOT-WATER BAGS

HOOP EXERCISES

FOUL BROOD, AMERICAN

METALLIC WHISKERS

HOT PURSUIT (INTERNATIONAL LAW)

CREATIVE ACTIVITIES AND SEATWORK

BANANA RESEARCH

HOT SHOT

LAUGHING GULL

WEEPING LOVEGRASS

TARIFF ON SLASHERS

CHAPTER 5: HOW TO LOCATE PARTS OF BOOKS

"There are the men who pretend to understand a book by scouting through the index: as if a traveler should go about to describe a palace when he had seen nothing but the privy."

Jonathan Swift

Ex Libris
George Munson Curtiss

The quotation by Swift at the beginning of this chapter refers to false scholars who pretend to have read a book when, in actuality, they have only scanned its index. Swift was not referring to the type of library indexes we are going to discuss in this chapter. On the contrary, these library indexes help the scholar in that they locate material that is not searchable through card catalogs and periodical indexes. After all, you must remember that card catalogs list only COMPLETE BOOKS, not (usually) parts of books and that periodical indexes list only journal articles. Even important indexes for various subjects, such as Psychological Abstracts or the Modern Language Association International Bibliography, list only selected chapters from a small number of books. To locate poetry, plays, short stories, speeches, and, most significantly, essays, it is necessary to use specialized indexes that give you PARTS OF BOOKS. Some of these indexes are listed below. Others are available by asking your librarian for help or by checking the subject card catalog under the kind of material you want, with the subdivision "Indexes," as in the following examples:

FICTION----------------------------------INDEXES
DRAMA------------------------------------INDEXES
SPEECHES, ADDRESSES, ETC.----------------INDEXES
ENGLISH POETRY---------------------------INDEXES

SPECIFIC INDEXES

ESSAYS

ESSAY AND GENERAL LITERATURE INDEX (Index Table Ref. Z6514 E8)

Perhaps the most useful index to parts of books is the Essay and General Literature Index. This is an author and title index to individual essays in English-language anthologies to which many writers have contributed a chapter. For example, if seven anthropologists were to write individual essays on the habits of an Amazonian Indian tribe and then to publish these seven essays in one volume, their book would be listed in the card catalog by subject only, by title only, and by the name of the person who edited the entire volume. It would be totally impossible to find the names of each individual anthropologist in the author catalog or the titles of each individual essay in the title catalog. Furthermore, although all seven articles deal with the same Indian tribe, the subject catalog would not give the topics of each individual essay, but contain merely one or two subject cards for the broad topics covered in anthology as a whole. The Essay and General Literature Index , however, would list each anthropologist by name, giving the title and all relevant publishing information for his or her essay. It would also list the subject matter of each individual essay, with sufficient information to identify the essay's author, title, and publishing information. Therefore, if an anthropologist named Max Stevenson wrote about marriage and courtship among our hypothetical Indian tribe, his essay would appear in the Index under both "Stevenson" and under the subject headings appropriate to marriage customs among that particular tribe.

The Essay and General Literature Index began publishing in 1900 and indexes only 20th century publications. It emphasizes subjects in the humanities and social sciences especially literature, history, and psychology. It is very weak on scientific essays written for a specialized audience, but will list scientific essays of interest to laymen, such as articles written by Stephen Jay Could, Loren Eiseley, or Carl Sagan.

Using the index requires some practice, as you must search three (3) separate sections of each volume to get the complete bibliographical information for any one essay. Look opposite at the sample pages from the Index. These pages clearly show the three sections needed to find complete information for an essay. These three steps are:

STEP 1

1) Look up the subject of your essay in the Index volume.
For example, under the example marked ⓐ the subject is Hinduism---Bibliography.

Under the subject you will find the following information:

a) Name of essayist (Hein, N.J.)
b) Title of essay (Hinduism)
c) Title of anthology in which the essay appears (A Reader's Guide to the Great Religions)
d) Beginning and concluding page numbers for the essay (p. 106 to p. 155)
e) Frequently, the name(s) of the editor(s) of the anthology (C.J. Adams)

STEP 2

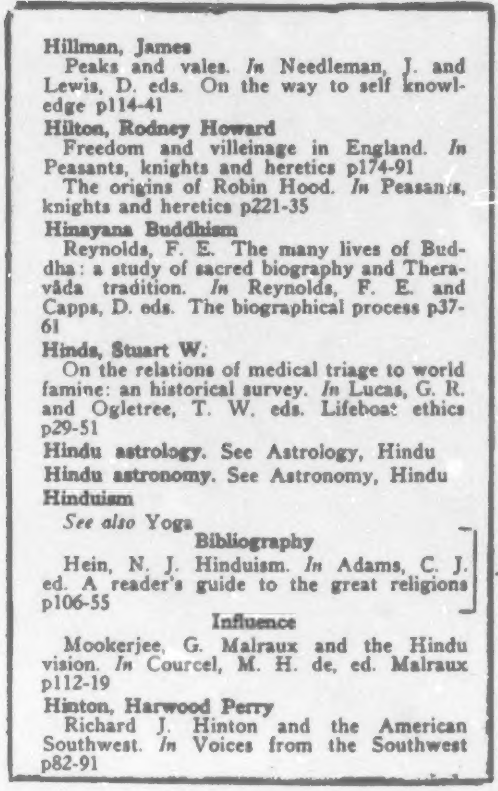
2) To find the publisher and date the anthology was published, turn to the LIST OF BOOKS INDEXED section at the rear of the Index volume. You must look at this LIST under the first word after the word "In," as example ⓐ shows: "In Adams, C.J., ed."

After looking in the LIST under Adams, Charles J. (ed), you find that the book A Reader's Guide to the Great Religions was published by the Free Press in 1977 and that it is a second edition (2d ed.).

STEP 3

3) To find the city in which the Free Press is located, turn to the DIRECTORY OF PUBLISHERS AND DISTRIBUTORS, the last section of any Index volume (volumes earlier than 1965 will not have this DIRECTORY). In example ⓐ the city for the Free Press is New York.

HOW TO LOCATE ESSAYS IN THE ESSAY AND GENERAL LITERATURE INDEX



Hillman, James
Peaks and vales. *In* Needleman, J. and Lewis, D. eds. On the way to self knowledge p114-41

Hilton, Rodney Howard
Freedom and villeinage in England. *In* Peasants, knights and heretics p174-91
The origins of Robin Hood. *In* Peasants, knights and heretics p221-35

Hinayana Buddhism
Reynolds, F. E. The many lives of Buddha: a study of sacred biography and Theravāda tradition. *In* Reynolds, F. E. and Capps, D. eds. The biographical process p37-61

Hinds, Stuart W.
On the relations of medical triage to world famine: an historical survey. *In* Lucas, G. R. and Ogletree, T. W. eds. Lifeboat ethics p29-51

Hindu astrology. See Astrology, Hindu

Hindu astronomy. See Astronomy, Hindu

Hinduism
See also Yoga

Bibliography

Hein, N. J. Hinduism. *In* Adams, C. J. ed. A reader's guide to the great religions p106-55

a

Influence

Mookerjee, G. Malraux and the Hindu vision. *In* Courcel, M. H. de, ed. Malraux p112-19

Hinton, Harwood Perry
Richard J. Hinton and the American Southwest. *In* Voices from the Southwest p82-91

STEP 1

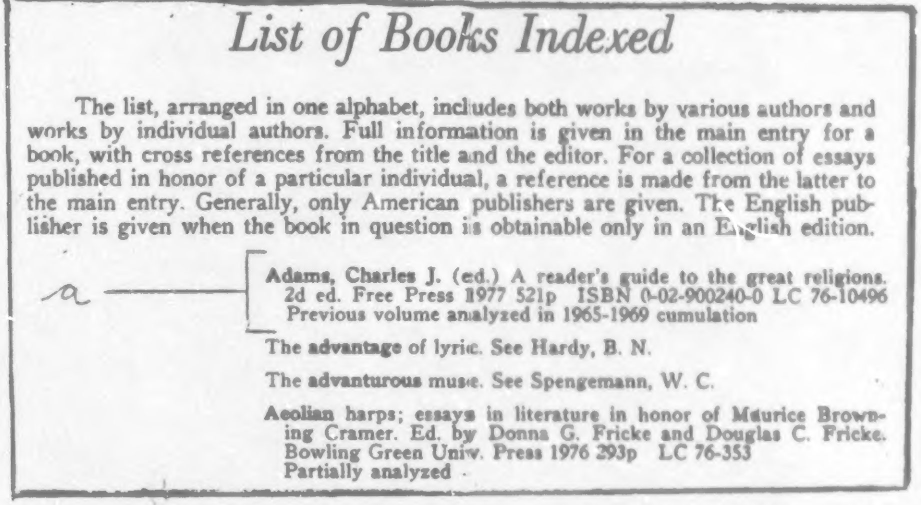
MAIN SECTION

STEP 2

LIST OF

BOOKS

INDEXED



List of Books Indexed

The list, arranged in one alphabet, includes both works by various authors and works by individual authors. Full information is given in the main entry for a book, with cross references from the title and the editor. For a collection of essays published in honor of a particular individual, a reference is made from the latter to the main entry. Generally, only American publishers are given. The English publisher is given when the book in question is obtainable only in an English edition.

a

Adams, Charles J. (ed.) A reader's guide to the great religions. 2d ed. Free Press 1977 521p ISBN 0-02-900240-0 LC 76-10496
Previous volume analyzed in 1965-1969 cumulation

The **advantage** of lyric. See Hardy, B. N.

The **advanturous** muse. See Spengemann, W. C.

Aeolian harps; essays in literature in honor of Maurice Browning Cramer. Ed. by Donna G. Fricke and Douglas C. Fricke. Bowling Green Univ. Press 1976 293p LC 76-353
Partially analyzed

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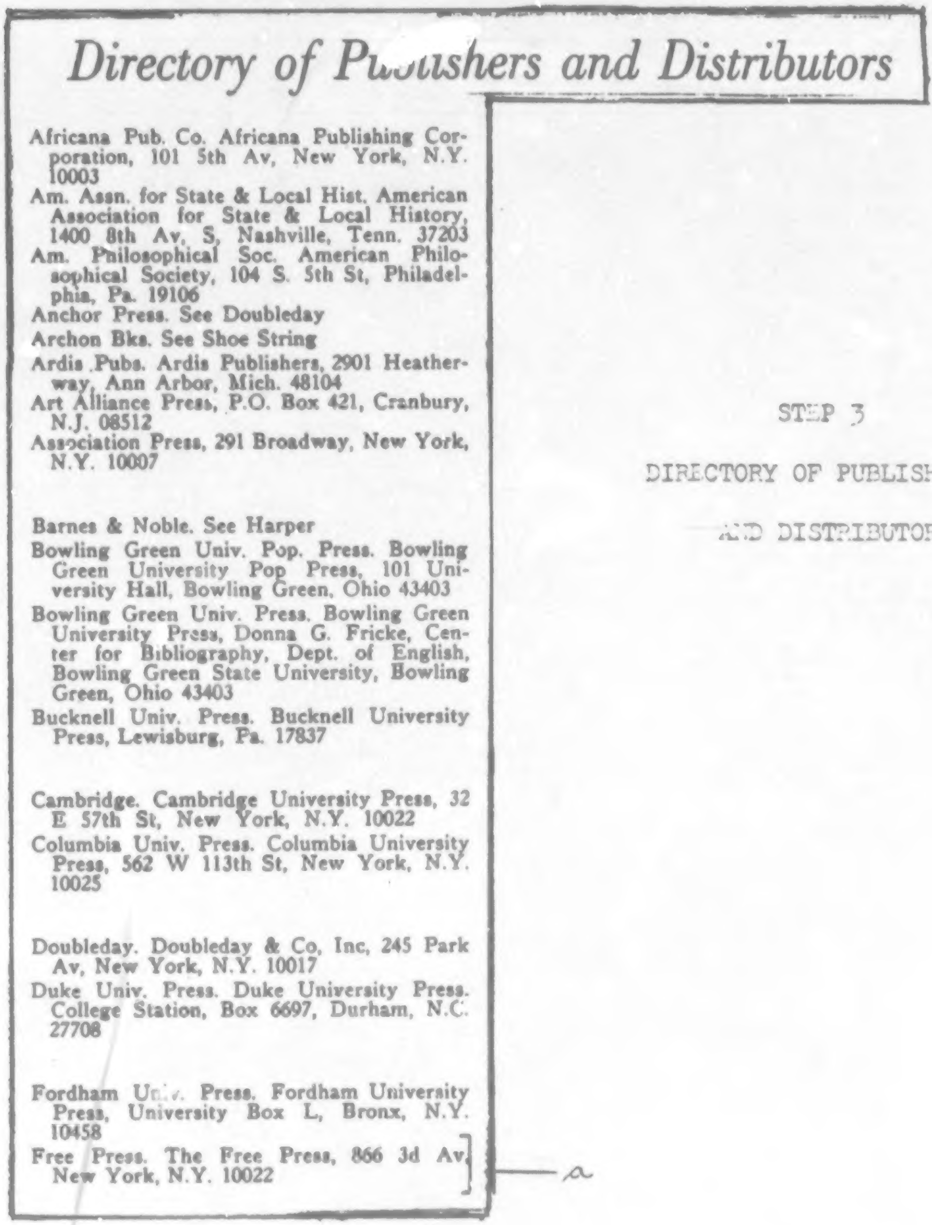
HOW TO LOCATE ESSAYS IN THE ESSAY AND GENERAL LITERATURE INDEX



Directory of Publishers and Distributors

Africana Pub. Co. Africana Publishing Corporation, 101 5th Av, New York, N.Y. 10003

Am. Assn. for State & Local Hist. American Association for State & Local History, 1400 8th Av, S, Nashville, Tenn. 37203

Am. Philosophical Soc. American Philosophical Society, 104 S. 5th St, Philadelphia, Pa. 19106

Anchor Press. See Doubleday

Archon Bks. See Shoe String

Ardis Pubs. Ardis Publishers, 2901 Heatherway, Ann Arbor, Mich. 48104

Art Alliance Press, P.O. Box 421, Cranbury, N.J. 08512

Association Press, 291 Broadway, New York, N.Y. 10007

Barnes & Noble. See Harper

Bowling Green Univ. Pop. Press. Bowling Green University Pop Press, 101 University Hall, Bowling Green, Ohio 43403

Bowling Green Univ. Press. Bowling Green University Press, Donna G. Fricke, Center for Bibliography, Dept. of English, Bowling Green State University, Bowling Green, Ohio 43403

Bucknell Univ. Press. Bucknell University Press, Lewisburg, Pa. 17837

Cambridge. Cambridge University Press, 32 E 57th St, New York, N.Y. 10022

Columbia Univ. Press. Columbia University Press, 562 W 113th St, New York, N.Y. 10025

Doubleday. Doubleday & Co, Inc, 245 Park Av, New York, N.Y. 10017

Duke Univ. Press. Duke University Press. College Station, Box 6697, Durham, N.C. 27708

Fordham Univ. Press. Fordham University Press, University Box L, Bronx, N.Y. 10458

Free Press. The Free Press, 866 3d Av, New York, N.Y. 10022 — a

STEP 3

DIRECTORY OF PUBLISHERS

AND DISTRIBUTORS

BEST COPY AVAILABLE

FICTION

SHORT STORY INDEX (Index Table Ref. Z 5917 S5C6)

Do you want to read stories about baseball? Or perhaps you are more interested in reading science fiction or in stories by a specific author. No matter what your preference, the Short Story Index will lead you to stories in collections and, since 1974, to stories in selected magazines. You can locate any story in this index by author, by title, and by subject. The contents indexed are restricted to English-language fiction. There are other specialized indexes to fiction in anthologies and in periodicals. Index to Periodical Fiction in English, 1965-1969 (Per AI L6) and the Index to Little Magazines, 1900-1967 (Per AI L7) are only two of these which we own. For full-length novels, you must consult the Fiction Catalog, which we have already mentioned in Chapter 3, page 39.

PLAYS

PLAY INDEX (Index Table Ref. Z 5781 P5.3)

This index is a great help to anyone involved in putting on theatrical productions. It leads you both to plays in collections and to plays published separately as single works, as well as to one-act plays and radio and TV dramas. You can find a specific play by author, by title, and by subject, so that if you wanted your theatre group or church group to put on a specific type of play, such as a murder mystery, you could find the names of several of this type merely by checking under the relevant category. Even more importantly, every title gives information needed to choose a play suitable for the resources of your drama group. Number of acts and scenes, cast requirements, and set requirements are given for each play.

There are other indexes and catalogs to plays, both in collections and published as single works. A list follows of those currently owned by the library:

Chicorel Theatre Index to Plays in Anthologies.
(Index Table Ref. Z 5781 C4.84x and Endex Table Ref. Z 5781 C4.846)

Guide to Play Selection (Ref. Z 5781 N1.3 1975)

Ottemiller. Index to Plays in Collections. (Ref. Z 5781 08) and
(Ref. Z 5781 08 1976)

Thomson, Ruth G. Index to Full Length Plays. (2v) (Ref Z 5781 T5)

Ireland, Norma. Index to Full Length Plays. (Ref Z 5781 T5.2)

Samuel French's Basic Catalogue of Plays (Ref. Z 5785 Z9 S19x)

Dramatists Play Service, Inc. Catalog. (Ref. Z 5785 Z9 D73)

The Dramatic Publishing Company. Catalog. (Ref. Z 5785 Z9 D7)

POETRY

GRANGER'S INDEX TO POETRY (Index Table Ref. Z 7156 P7 G7x)

This work indexes standard and popular collections of poetry by the author of the poem, the subject of the poem, and the initial words in the title and first line (it doesn't seem fair, but if you remember only the second line, no luck!) At first glance, the many indexes may seem confusing, but persevere. The only "alphabet soup" you will have to swim through are the alphabetical abbreviations representing each anthology of poetry. As you can see from the examples of the indexes on the next page, these abbreviations appear in odd combinations such as "AnEnPo" and "AnFE". By using the "Key to Symbols"in each volume, you can easily decipher their meaning and then check our card catalog to see if we own the anthology. Granger's is a useful tool, especially if you are looking for poetry on a specific subject, like "music," or for a specific holiday or occasion, such as Christmas, Hanukkah, or a birthday. It is also the only way, apart from a bibliography, to locate single poems not yet published in book form.

Granger's is not the only poetry index in print. Some lead you to poetry for children, for example, the Subject Index to Poetry for Children and Young People, 1957-1975 [Index Table Ref. PN 1023 S6] and the Index to Poetry for Children and Young People, 1964-1969 [Index Table Ref. PN 1903 B7.2]. Others are for poetry in magazines (Index of American Periodical Verse, 1971- [Per AI L8]. All of them can be located by asking a librarian or by checking the card catalog.

SPEECHES

SPEECH INDEX (Index Table Ref. Z 6514 S7)

This is a subject and author index to speeches, toasts, orations, eulogies, and other forms of public rhetoric printed in anthologies. All types of speeches are covered, from Nobel Laureate presentation and acceptance speeches to campaign speeches and memorial tributes. You can locate speeches by individuals and speeches by classes of individuals (i.e., Clergy) and also find speeches on specific subjects. Again, there is a mild amount of alphabet soup when you have to locate the anthology title through abbreviations listed at the front of each volume.. All historical periods are covered in this index, from the latest Presidential State-of-the-Union address to works of the Greek and Roman orators.

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GRANGER'S INDEX TO POETRY

AUTHOR INDEX

Stephens, James
April Showers.
Bessie Bobtail.
Blue Blood.
Breakfast Time.
Centaurs, The.
Check.
Chill of the Eve.
Christmas at Freelands.
College of Surgeons, The.
Coolin, The.
Crackling Twig, The.
Crest Jewel, The.
Daisies, The.
Danny Murphy.
Dark Wings.
Day and Night.
Deirdre.
Evening.
Evening Falls, An.
Fifteen Acres, The.
Fossils.
Fulness of Time, The.
Glass of Beer, A.
Goat Paths, The.
Good and Bad.
Hate.
Hawks.
In the College of Surgeons.
In the Cool of the Evening.
In the Night.
In the Orchard.
In the Poppy Field.
In Waste Places.
Lake, The.
Little Things.
Main-Deep, The.
Midnight.
Night, The.
Night Was Creeping.
No pride hath he who sings of escape from love.
Nothing is easy! Pity then.
O Bruadair.
O'Bruidar.
Odell.
On a Lonely Spray.

SUBJECT INDEX

Censorship
Lass in Wonderland, A. Scott.
Centaurs
Ambuscade. McCrae.
Centaur, The. Roethke.
Centaurs, The. Stephens.
Centaurs and Lapithae. *Fr.* Battles of the Centaurs. S. Sitwell.

TITLE AND FIRST LINE INDEX

Cenotaph. Brian Fitzpatrick. MoAuPo
Cenotaph, The. Charlotte Mew. MMA
Cenotaph of Lincoln, The. James T. McKay. OHIP
Censorship. Arthur Waley. WaP
Centaur, The. Theodore Roethke. NePoAm-2
Centaur, The. May Swenson. NePoAm-2; TwAmPo; TwCP
Centaur does not need a horse, The. The Centaur. Theodore Roethke. NePoAm-2
Centaur in the Groundlevel Apartment. Eric Pfeiffer. NYTB
Centaur Overheard, The. Edgar Bowers. NYTB
Centaur, Syren, I foregoe, The. Another. Richard Lovelace. AtBAP; PoEL-3
Centaurs, The. James Stephens. AnEnPo
Centaurs and Lapithae. Sacheverell Sitwell. *Fr.* Battles of the Centaurs. AtBAP
Centenarian's Story, The. Walt Whitman. CTC

Playhouse Key, The. Rachel Field. BoTP; FaPON; MPB
Playing a phonograph record of a windy morning. From the Duck-Pond to the Carousel. Muriel Rukeyser. FiMA?
Playing Cards, The. Pope. *Fr.* The Rape of the Lock, III. ChTr
Playing on the virginals. Jean Ingelow. GTBS
Playing one day with Rhodope at dice. A Game of Dice. *Unknown.* UnTE
Playing, she puts her instrument to sleep. Improvising. Louise Townsend Nicholl. NePoAm-2
Playing upon the hill three centaurs were! The Centaurs. James Stephens. AnEnPoT
Playmates. Lillian Everts. GoYe
Playmates, The. Sir William Watson. PoVP

XIV

KEY TO SYMBOLS

AnEnPo Anthology for the Enjoyment of Poetry. *Max Eastman, ed.* (1939) Charles Scribner's Sons

AnFE Anthology of Famous English and American Poetry, An. *William Rose Benét and Conrad Aiken, eds.* (c.1945) The Modern Library

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The above listing of indexes to works in collections shows only part of the wide variety of such indexes that exist. There are specialized indexes for many types of material appearing as parts of books, whether that material is critical reviews of plays and fiction, essay articles, children's verse, or critical studies of literary works. We have mentioned merely the most salient ones owned by our library. To find others, ask a librarian or consult the card catalog.

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Exlibris Otto Ehrhardt.

CHAPTER 6: PERIODICAL AND NEWSPAPER INDEXES

"The Newspapers: Sir, they are the most villainous--licentious---abominable---infernal---Not that I ever read them---no---I make it a rule never to look into a newspaper."

Richard Brinsley Sheridan. The Critic

Books cannot give you all the information you need. The most current information is usually found in periodicals, which are also known as "journals" and, in the case of popular, general-interest titles, "magazines." Periodicals are published on every conceivable subject. As of 1982, there were some 100,000 periodicals currently being published in the world. They are the best sources of contemporary opinion and contain the latest printed information available in the sciences, the social sciences, technology, and current events. In the case of current events, periodicals and newspaper articles are the ONLY printed sources of information available.

To neglect this resource is to miss indispensable research material. For example, all current scientific breakthroughs and discoveries are first mentioned in conference papers, which are summarized in the proceedings of meetings that appear in scientific journals. The papers themselves are published in journals long before any account of these discoveries can appear in book form. Scientists are just beginning the practice of "electronic publishing," in which recent discoveries are "published" online by being added to a computer database to which interested scientists have access. It will be some time yet before electronic publishing completely replaces scientific and technical journals as a vehicle for scholarly communication. Until that happens, journals will continue to be the main source of printed knowledge for the dissemination of scientific discoveries.

In most libraries periodicals exist in three physical forms. These forms determine where in the building each periodical is kept. The forms are:

1. Unbound, currently received periodicals.
2. Bound periodicals from past years. These are given call numbers, just like books, and shelved according to call numbers.
3. Microform journals. Past years of many journals are on rolls of microfilm or on flat pieces of film called microfiche.

In addition to these three categories, a few periodicals published in hard covers are shelved with the regular book collection and treated as regular books. An example is the journal Shakespeare Studies. Cards for these hard-cover periodicals appear in the regular card catalogs, along with the cards for other books.

THE PERIODICAL HOLDINGS LIST

In order to find periodicals in this or in any other library, you must consult a list of periodical titles arranged in alphabetical order. This list (which is sometimes typed and sometimes a computer printout) is called a PERIODICAL HOLDINGS LIST. The holdings list will give you the following useful information:

1. How much of the journal we own: what volumes and years.
2. Whether we are still subscribing to it.
3. Whether the journal is on microfilm or microfiche.
4. The call number for bound volumes of back issues.

Per. F 221 V9.1	VIRGINIA MAGAZINE OF HISTORY AND BIOGRAPHY Vol. 73, 1965 - Vol. 84, 1976 (M) Vol. 85, 1977 - present
Per. AP 2 V7.6	VIRGINIA QUARTERLY REVIEW (M) Vol. 1, 1925 - Vol. 7, 1931 Vol. 2, 1926 Vol. 4, 1928 Vol. 6, 1930 - Vol. 10, 1934 Vol. 14, 1938 - Vol. 53, 1977 Vol. 55, 1979 (M) Vol. 56, 1980 - present
Per. PN 6121 V5.2	VITAL SPEECHES Vol. 4, 1937 - Vol. 12, 1946 Vol. 15, 1948/49 Vol. 34, 1967 - Vol. 35, 1969 Vol. 37, 1970/71 Vol. 39, 1971 - Vol. 43, 1977
Per. HF 5381 A1 V5.5	VOCATIONAL GUIDANCE QUARTERLY Vol. 16, 1967/68 - present
	VOGUE Current year only
	VOICE OF YOUTH ADVOCATES Vol. 5, 1982/83 - present
Microfilm	WALL STREET JOURNAL 1978 - present
Per. AI W3.5	WALL STREET JOURNAL INDEX 1978 - present
Per. PS 3229 W3.9	WALT WHITMAN REVIEW Vol. 9, 1963 - Vol. 12, 1966
Microfilm	WASHINGTON MONTHLY Vol. 8, 1976/77
	WASHINGTON POST Current year only
	WASHINGTON SPECTATOR Vol. 8, 1982 - present
Gov. Doc. (D103.48:)	WATER SPECTRUM

It is theoretically possible that any given title will have issues in all three of the forms mentioned earlier: current issues unbound, some back issues bound and shelved according to call number, and some back issues on microform. Hence it is theoretically possible for you to have to search in three separate areas of the library to find issues of a particular journal you want. This is especially true of periodicals which a library has been receiving for a long period of years.

Examine the sample page from a periodical holdings list and note the kinds of information given.

PERIODICAL AND NEWSPAPER INDEXES

Imagine if you had to find journal articles on subjects without the use of indexes. You would have to look through every single issue of every possibly relevant journal or use the annual indexes published by the journals themselves (and many journals do not provide their own indexes). Periodical and newspaper indexes enable you to find articles by subject (and by author) in a wide variety of journals. FEW INDEXES LIST JOURNAL ARTICLES BY TITLE.

Periodical and newspaper indexes are usually easy to use. They provide the following types of information:

1. A list of the periodicals indexed. Since no index can cover every published periodical, each is highly selective about which journals it covers. Sometimes, as with the Art Index or the Education Index, the coverage is limited by subject. In the case of general indexes which cover all subjects, such as the Reader's Guide to Periodical Literature, only certain journals are covered.

2. A key to the abbreviations for the journals indexed. Most indexes will abbreviate journal titles to save space ("Bus W" = Business Week).

3. Citations for journal articles arranged by subject heading and by the author of the article. Each listing for each article will give you the author (if known), the title, the name of the journal, its volume and date, and the page number or numbers on which the article can be found.

Examine these sample pages taken from the Reader's Guide to Periodical Literature, an index to periodicals on a wide variety of subjects. Note the following details:

1. Mondale. Articles by and articles about both Mondales.

2. Money. Note the subdivisions "International aspects", "Psychological aspects", and the geographical subdivisions for "Canada", "France", "Japan", and "United States" under the major heading Money. In this respect, subject headings in periodical indexes are similar to subject headings in the card catalog.

MOFFETT, Anthony J. 1944-
More difficult to govern: excerpts from interview. ed by J. Bell. il por Time 111:16 Ja 23 '78

MOFFETT, Hugh
Compass of sound. il por Blair & Ketchums 5:59 Ap '78

MOFFITT, Michael. See Wachtel, H. M. jt auth

MOGADISHU raid. See Police—Germany, West

MOHAMMED Reza Pahlevi, Shah of Iran
Shahanshah of Iran visits Washington: excerpt from exchange of toasts, November 15, 1977. Dept State Bull 77:910-11 D 26 '77

about

Emerging strategy for Mideast moderation. por Bus W p32 Ap 10 '78 *

Visit to the United States, 1977

Shahanshah of Iran visits Washington: statements and exchange of toasts, November 15-16, 1977. Mohammed Reza Pahlevi; J. Carter. map Dept State Bull 77:907-12 D 26 '77

MOHNEY, Russ
Dock: free nutritious spring greens. il Org Gard & Farm 25:74-5 Mr '78
Make it & take it; excerpt. il Mother Earth News 49:44-6 Ja '78

MOHR, Franz
Grade-A tuner. E. Stern. il pors N Y 11:63 Ja 9 '78 *

MOHS, Mayo
Heavenly visions in the inner city. il Horizon 21:22-7 F '78

MOK, Paul P. and Lynch, Dudley
Easy new way to get your way. Read Digest 112:105-9 Mr '78

MOKUME-gane process. See Metals, Laminated

MOLECULAR Basis of Cell-Cell Interaction Conference. See Biology—Conferences

MOLECULAR sieving. See Adsorption

MOLECULES
See also
Polymers and polymerization

MOLESTERS, Child. See Child molesters

MOLIÈRE, Jean Baptiste Poquelin
Theatre; production of Sganarelle. Nation 226:188+ F 18 '78 *
Tours de farce: Sganarelle: an evening of Molière farces. J. Kroll. il Newsweek 91:84 F 13 '78 *
Twist to an old legend: Mozart's and Da Ponte's Don Giovanni owes much to Molière. G. R. Marek. il Opera News 42:12-15+ Mr 18 '78 *

MOLL, Richard W.
College admissions game. il Harpers 256:24-6+ Mr '78

MOLLENHAUER, Hilton H. and Morré, D. J.
Polyribosomes associated with forming acrosome membranes in guinea pig spermatids. bibl il Science 200:85-6 Ap 7 '78

MOLLOY, John T.
Behind the best sellers: interview, ed by J. Klemesrud. por N Y Times Bk R 83:44 Mr 12 '78

MOLLUSKS
Recent biogenic phosphorite: concretions in mollusk kidneys. L. J. Doyle and others. bibl il Science 199:1431-3 Mr 31 '78
See also
Nervous system—Mollusks
Octopuses
Shells (conchology)
Snails

MOLLY: drama. See Gray, S.

MOLNAR, Ferenc
Play's the thing. Reviews
N Y 11:72-3 Mr 13 '78 *
New Yorker 54:56 Mr 13 '78 *

MOLOKAI (Island)
Molokai: paradise preserved. R. J. Pietschmann. il Trav/Holiday 149:55-7+ Mr '78

MOLTING
Behavior and the crustacean molt cycle: changes in aggression of Homarus americanus. G. R. Tamm and J. S. Cobb. bibl il Science 200:79-81 Ap 7 '78

MOLUCCAN terrorists. See Terrorists, South Moluccan

MON Paris (restaurant) See New York (city)—Hotels, restaurants, etc.

MONACO
Notes from the blue coast. A. Burgess. Sat R 5:95 Ap 15 '78
See also
Corporations, Government—Monaco

Royal family

Inside Princess Grace's fairy-tale palace. il pors Good H 186:136-9 Ap '78

MONAHAN, William G.
Some straight talk about teacher preparation. Educ Digest 43:28-30 Mr '78

MONARCH butterflies. See Butterflies

MONDALE, Joan (Adams)
Joan Mondale speaks: excerpt from address, April 23, 1977. por Design (US) 79:2 Ja '78

about

Joan Mondale: art spark. B. Rose. por Vogue 168:242-3 Mr '78 *
Joan Mondale up close. M. L. Kotz. il por Vogue 168:242+ Mr '78 *
Mondales: making the most of being number 2. M. Tolchin. il pors N Y Times Mag p 15-17+ F 26 '78 *

MONDALE, Walter Frederick
Fritz and grits show: address delivered at the Gridiron Club roast. pors New Times 10:13-14 Ja 9 '78

about

Fritz Mondale is a capital oddity. G. Clifford. il pors People 9:20-5 F 27 '78 *
Mondales: making the most of being number 2. M. Tolchin. il pors N Y Times Mag p 15-17+ F 26 '78 *
Politics of bathos: eulogy of H. H. Humphrey. Nat R 30:136 F 3 '78 *

MONDAVI, Robert
Vintner regains his business. il por Bus W p34 Ap 17 '78 *

MONDAVI, Robert, winery. See Wine industry

MONET, Claude
Garden restored. B. Marvel. il Horizon 21:40-7 Ap '78 *
Paintings from a garden: exhibition at the Metropolitan. V. Goldberg. il Horizon 21:36-40 Ap '78 *

MONEY, Eddie
Eddie's big payoff: rock get its money's worth! M. Glazer. por Crawdaddy p34 F '78 *

MONEY, John William
Imagery in sexual hang-ups. por Humanist 38:13-15 Mr '78

MONEY
See also
Credit
Inflation (finance)
Interest (economics)
Wealth

International aspects

What Europe thinks of Carter: interviews, ed by M. L. Stone. il U.S. News 84:59-60+ F 13 '78
See also
Asiadollar market
Foreign exchange

Psychological aspects

23 surefire ways to tell if you are money mad: excerpt from Money madness. H. Goldberg and R. T. Lewis. il Fam Health 10:10-11 Ap '78

Canada

Country with a hole in its pocket. I. Urquhart. por Macleans 91:58-60 Mr 6 '78

France

Capitalist flight: illegal export of French currency. K. Willenson and J. O. Goldsborough. il Newsweek 91:46 F 20 '78
French clip a $10 million hedge. Bus W p92+ F 13 '78
How a French loophole helps Olin gain. il Bus W p 106+ Mr 6 '78

Japan

Japan's newest export: dollars. L. Minard. Forbes 121:33 F 20 '78

United States

Back to the gaming table: Federal Reserve swap agreements. M. Friedman. il Newsweek 91:65 Ja 30 '78
Big engine that won't. M. Ruby and others. il Newsweek 91:63-4 F 27 '78
Buck stands pat; interview, ed by R. Thomas. M. Blumenthal. por Newsweek 91:105 Mr 27 '78
Can anything help the dollar? il Time 111:52-3 Mr 13 '78
Can the dollar be saved? 4 experts tell how to rescue faltering dollar. il U.S. News 84:41-3 Mr 13 '78
Country with a hole in its pocket. I. Urquhart. por Macleans 91:58-60 Mr 6 '78
Dollar down. Nat R 30:368 Mr 31 '78
Dollar essentials. P. A. Samuelson. por Newsweek 91:52 Ja 23 '78
Dollar fades as a reserve currency. il Bus W p 150+ Mr 20 '78
Dollar's drop: GI's learn about it the hard way. R. A. Haeger and J. N. Wallace. il U.S. News 84:44-5 Mr 13 '78
Dollar's troubles will help U.S. trade. il Fortune 97:12 F 13 '78
Drama of the dollar frenzy: International Monetary Market. il Bus W p96-8 Ja 23 '78
End government monopoly over legal tender. F. A. Hayek. Intellect 106:351 Mr '78
Energy and the dollar. M. Stone. U.S. News 84:84 Mr 20 '78

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PERIODICALS INDEXED

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American Home. See Redbook

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*Américas—$10. m (bi-m Je-Jl, N-D) General Secretariat of the Organization of American States, Washington, D.C. 20006

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Antiques Journal—$7.95. m Antiques Journal, Box 1046, Dubuque, Ia. 52001

Architectural Record—$17. m (semi-m My, Ag, O) Architectural Record, P.O. Box 430, Hightstown, N.J. 08520

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*The Atlantic—$13. m Atlantic, P.O. Box 1857, Greenwich, Conn. 06830

Atlas World Press Review—$14. m Atlas, Subscription Dept, Box 2550, Boulder, Colo. 80302

Audubon—$13. bi-m National Audubon Society, 950 3rd Ave, New York, N.Y. 10022

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*Better Homes and Gardens—$8. m Better Homes and Gardens, 1716 Locust St, Des Moines, Ia. 50336

BioScience—$32. m BioScience, 1401 Wilson Blvd, Arlington, Va. 22209

Black Enterprise—$10. m Black Enterprise-Circulation Service Center, Box 1071, Skokie, Ill. 60076

→ Blair & Ketchum's Country Journal—$12. m Blair & Ketchum's Country Journal, P.O. Box 8600, Greenwich, Conn. 06830

Bulletin of the Atomic Scientists—$18. m (S-Je) Bulletin of the Atomic Scientists, 1020-24 E 58th St, Chicago, Ill. 60637

→ Business Week—$26. w (except for one issue in Ja) Business Week, P.O. Box 506, Hightstown, N.J. 08520

Car and Driver—$9.98. m Car and Driver, P.O. Box 2770, Boulder, Colo. 80323

Center Magazine—$5. bi-m Center Magazine, Box 4068, Santa Barbara, Calif. 93103

Change—$14. m Educational Change, Inc, NBW Tower, New Rochelle, N.Y. 10801

*Changing Times—$9. m Changing Times, The Kiplinger Magazine, Editors Park, Md. 20782

Chemistry—$8. m (bi-m Ja-F, Jl-Ag) American Chemical Society, P.O. Box 3337, Columbus, Ohio 43210

Children Today—$6.10. bi-m Children Today, Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

The Christian Century—$15. w (bi-w the first 2 weeks in Ja and F, and from the 2nd week in Je through the 2nd week in S) Christian Century Foundation, 407 S Dearborn St, Chicago, Ill. 60605

Christianity Today—$15. (plus .60 for postage) semi-m Christianity Today, Circulation Office, P.O. Box 3800, Greenwich, Conn. 06830

Commentary—$24. m American Jewish Committee, 165 E 56th St, New York, N.Y. 10022

Commonweal—$17. bi-w Commonweal Pub. Co, Inc, 232 Madison Ave, New York, N.Y. 10016

Congressional Digest—$18. m (bi-m Je-Jl, Ag-S) Congressional Digest Corp, 3231 P St, NW, Washington, D.C. 20007

Conservationist (Albany)—$3.50. bi-m The New York State Environmental Conservationist, Circulation Dept, New York State Conservation Department, Albany, N.Y. 12233

*Consumer Reports—$11. m Consumer Reports, P.O. Box 1000, Orangeburg, N.Y. 10962

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→ Crawdaddy—$7.95. m Crawdaddy, P.O. Box 6330, Marion, Ohio 43302

Creative Crafts—$6. bi-m Circulation Manager, Creative Crafts, P.O. Box 700, Newton, N.J. 07860

Current—$15. m (bi-m My-Je, Jl-Ag) Current, 4000 Albemarle St, NW, Washington, D.C. 20016

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3. Molesters, Child. Note the see reference from this incorrect heading to the correct heading "Child molesters". Examine other see references: "Moffitt, Michael", "Mogadishu raid", "Mokume-gane process", etc.

4. Mollusks. Note see also references directing you to related subjects, just as in the card catalog. Examine other see also references on the page under "Molecules", "monaco", and "Money".

5. Note how the journal title abbreviations I have underlined on the index page are given in full form in the list of PERIODICALS INDEXED.

ABSTRACTS

Abstracts are also a form of index. They give you all the information that indexes do for each journal article: author of article (if known), title, journal, volume and date, and page numbers. However, in addition, abstracts will give you a brief summary of the contents of the material indexed. From this summary you can determine whether the article meets your research needs. This summary is in itself called an abstract, and that is how the term "Abstract" came into use to designate a type of index that provides more than just the basic information necessary to locate journal articles. Often the abstract for an individual article will in itself provide you with important information, such as the method used to conduct an experiment in psychology or the results of a survey.

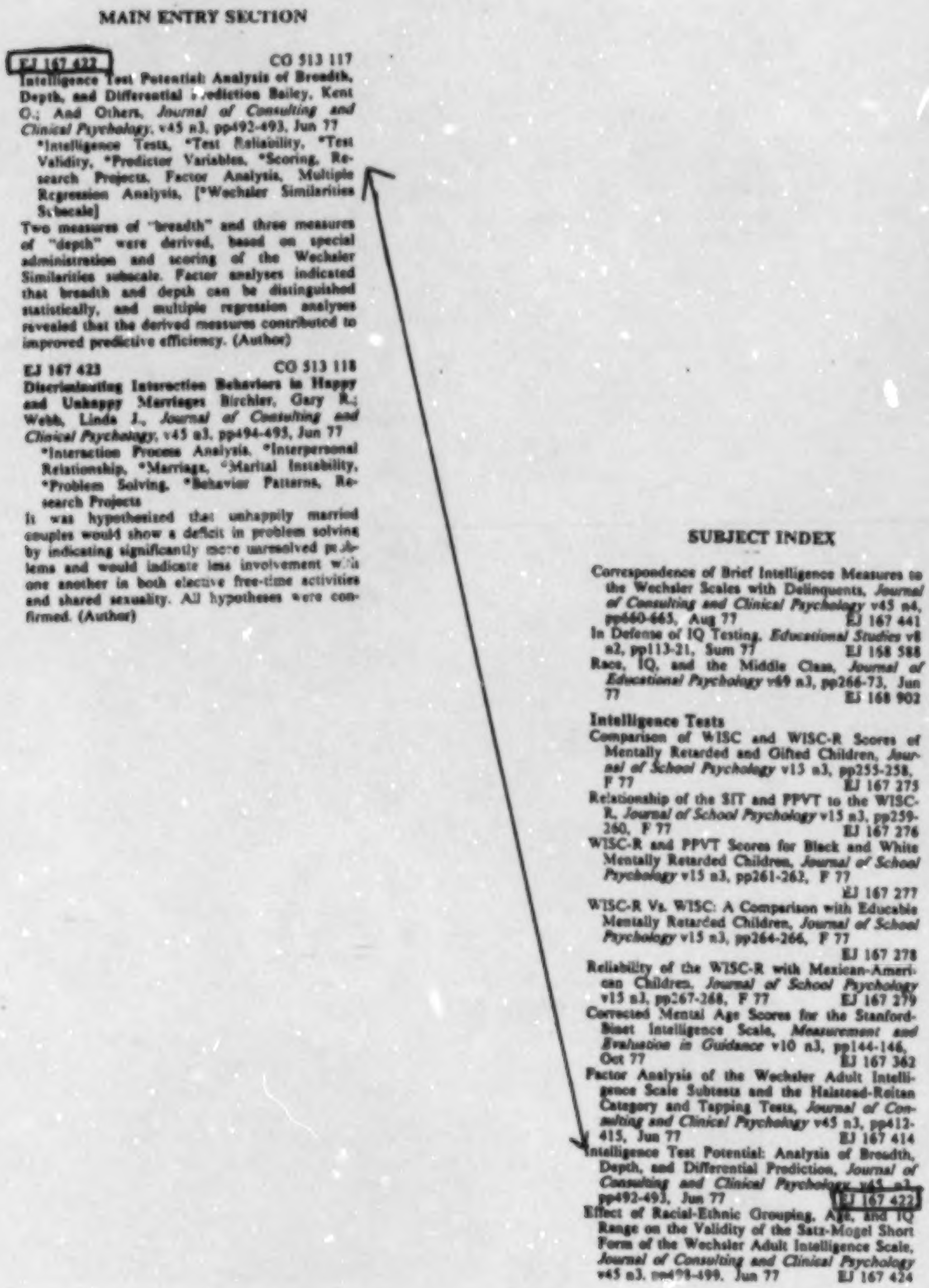
Abstracts differ in some other ways from simple indexes. They are always limited to indexing material in a specific discipline, such as psychology (Psychological Abstracts) or chemistry (Chemical Abstracts). And because they intend to cover the complete literature of a subject, they are not restricted to periodical articles. They also index books, scholarly monographs, research reports, seminar papers, and doctoral dissertations. Often the material indexed is in many languages, not just in English. Because of their wide coverage and international scope, the major abstracting tools are indispensable sources of information for the researcher. Each abstracting tool represents the world coverage of information on a particular discipline and is the major resource for doing literature searching in that subject.

Because of their arrangement, abstracts take a little longer to use than plain indexes. With an index, all the information you need is immediately given to you under the name of the author or under the subject heading. Abstracts require you to look in TWO PLACES to find the complete publishing information for a journal article or book. First you must consult either the author or the subject index (usually the subject index, unless you are looking for the work of a specific author). Those indexes will give you an ABSTRACT NUMBER. Sometimes this "number" is composed of both letters and numbers (EJ 167 422, ED 258 397). You must then locate the citation and summary for that material by taking the ABSTRACT NUMBER and looking it up in the main part of the index. The example given for Current Index to Journals in Education (called CIJE) shows you how the abstracting system works. Only by following the ABSTRACT NUMBER (EJ 167 422) to the main part of the index can you locate the full citation for the article "Intelligence Test Potential" and get the abstract of its contents.

EXAMPLE OF AN ABSTRACT

CURRENT INDEX TO JOURNALS IN EDUCATION

(CIJE)



MAIN ENTRY SECTION

EJ 167 422 CO 513 117
Intelligence Test Potential: Analysis of Breadth, Depth, and Differential Prediction Bailey, Kent G.; And Others, *Journal of Consulting and Clinical Psychology*, v45 n3, pp492-493, Jun 77
*Intelligence Tests, *Test Reliability, *Test Validity, *Predictor Variables, *Scoring, Research Projects, Factor Analysis, Multiple Regression Analysis, [*Wechsler Similarities Subscale]

Two measures of "breadth" and three measures of "depth" were derived, based on special administration and scoring of the Wechsler Similarities subscale. Factor analyses indicated that breadth and depth can be distinguished statistically, and multiple regression analyses revealed that the derived measures contributed to improved predictive efficiency. (Author)

EJ 167 423 CO 513 118
Discriminating Interaction Behaviors in Happy and Unhappy Marriages Birchler, Gary R.; Webb, Linda J., *Journal of Consulting and Clinical Psychology*, v45 n3, pp494-495, Jun 77
*Interaction Process Analysis, *Interpersonal Relationship, *Marriage, *Marital Instability, *Problem Solving, *Behavior Patterns, Research Projects

It was hypothesized that unhappily married couples would show a deficit in problem solving by indicating significantly more unresolved problems and would indicate less involvement with one another in both elective free-time activities and shared sexuality. All hypotheses were confirmed. (Author)

SUBJECT INDEX

Correspondence of Brief Intelligence Measures to the Wechsler Scales with Delinquents, *Journal of Consulting and Clinical Psychology* v45 n4, pp660-665, Aug 77 EJ 167 441
In Defense of IQ Testing, *Educational Studies* v8 n2, pp113-21, Sum 77 EJ 158 588
Race, IQ, and the Middle Class, *Journal of Educational Psychology* v69 n3, pp266-73, Jun 77 EJ 168 902

Intelligence Tests
Comparison of WISC and WISC-R Scores of Mentally Retarded and Gifted Children, *Journal of School Psychology* v15 n3, pp255-258, F 77 EJ 167 275
Relationship of the SIT and PPVT to the WISC-R, *Journal of School Psychology* v15 n3, pp259-260, F 77 EJ 167 276
WISC-R and PPVT Scores for Black and White Mentally Retarded Children, *Journal of School Psychology* v15 n3, pp261-263, F 77 EJ 167 277
WISC-R Vs. WISC: A Comparison with Educable Mentally Retarded Children, *Journal of School Psychology* v15 n3, pp264-266, F 77 EJ 167 278
Reliability of the WISC-R with Mexican-American Children, *Journal of School Psychology* v15 n3, pp267-268, F 77 EJ 167 279
Corrected Mental Age Scores for the Stanford-Binet Intelligence Scale, *Measurement and Evaluation in Guidance* v10 n3, pp144-146, Oct 77 EJ 167 362
Factor Analysis of the Wechsler Adult Intelligence Scale Subtests and the Halstead-Reitan Category and Tapping Tests, *Journal of Consulting and Clinical Psychology* v45 n3, pp412-415, Jun 77 EJ 167 414
Intelligence Test Potential: Analysis of Breadth, Depth, and Differential Prediction, *Journal of Consulting and Clinical Psychology* v45 n3, pp492-493, Jun 77 EJ 167 422
Effect of Racial-Ethnic Grouping, Age, and IQ Range on the Validity of the Satz-Mogel Short Form of the Wechsler Adult Intelligence Scale, *Journal of Consulting and Clinical Psychology* v45 n3, pp498-499, Jun 77 EJ 167 424

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THE NEW YORK TIMES INDEX

The New York Times Index is worthy of special mention. It is useful for research because it has been published since 1851, hence giving an unparalled access to historical material in the New York Times. It is in itself an abstract. Because each news story is briefly summarized, it is possible to trace the development of an event merely by reading the index itself. And because the New York Times covers all important national and international events, it is possible to trace the date an article might have appeared in a regional or local newspaper by searching those local papers during the same dates as those in which an article appeared in the New York Times. Although the Index is thorough, its method of indicating the date and pages of issues of the newspaper differ from those of a standard periodical index.

Because the paper is published seven days a week and the edition is issued in sections numbered with Roman numerals (I, II, III, etc.), you must learn to decipher the Index notation in order to find your article on microfilm. When a Roman numeral is given, it designates the Sunday edition, section I, II, III, etc. The order of information given is day, section (if a Sunday edition), page, and column of newsprint.

Jl 9, IV, 3:1 = July 9, section IV (Sunday), page 3, column 1

Jl 10, 6:2 = July 10, page 6, column 2

The abbreviations (S), (M), and (L) stand for the length of the article: Short, Medium, or Long. Study the example of an actual page from the New York Times Index to see if you can distinguish the features we have been discussing.

METHOD OF SEARCHING INDEXES AND ABSTRACTS

Since most of the major indexes and abstracts have been published for many years, you must make a decision about which volume and year to use when searching for information. If you are doing research on a 20th century historical subject, begin with the index volumes representing the years in which that event occurred. That way you will get the contemporary periodical accounts of the event, which represent primary sources. Then work from the date of the event to the present day, thereby picking up all the subsequent scholarly research about the subject. If, however, you are doing research on a topic which does not involve a given event, then the best way to proceed is to begin with the most recent volumes and work back to a determined period of time....say five or ten years. How far you go back in the indexing depends upon the length and treatment of your research paper. Some topics require getting a historical perspective and some do not.

NEW YORK TIMES INDEX

- 39 -

completed he curriculum under tutelage of 12 instructors from univ in Kabul, and apparently is able to perform prodigious feats of learning, has been brought to NYC while his father seeks help to further his educ; Amer educators are impressed by range and depth of boy's knowledge, particularly in math and physical sciences; math Profs George Booth (Bklyn Coll) and Robert A Marino (Hunter Coll) and Mensa official Dennis Moore comment; Sayed Jalal illus (M), Jl 5,II,1:1

INTER-American Court of Human Rights. See Human Rights, Inter-American Court on

INTERBANK Card Assn. See also Travelers Checks, Jl 7

INTERCO Inc. See also Alberts Inc, Jl 13. Apparel—US, Jl 15. Shoes, Jl 15

INTERFAITH Neighborhood Organization (NYC). See also Assaults, Jl 15

INTERIOR Decoration. See also related subjects, eg, Furniture

Article on fashion designer Perry Ellis; choices in interior design for NY house; illus (L), Jl 2,VI,p21

Article on NYC penthouse designed by Joe D'Urso; illus (M), Jl 9,VI,p41

INTERLOCKING Directorates. See also Savings and Loan Assns, Jl 12. Savings Banks, Jl 12

INTERNAL Revenue. Use Taxation

INTERNAL Security. See geog headings

INTERNATIONAL (Organizations). Note: For those not here, see other key words

INTERNATIONAL Bank for Reconstruction and Development (IBRD) (World Bank). See also Econ Conditions (Genl), Jl 13

INTERNATIONAL Business Machines Corp (IBM). See also Data Processing, Jl 2,4,6. Food—US, Jl 13. Printing, Jl 1. Typewriters and Typewriting, Jl 1

IBM to begin construction in Aug of 5-sided, 603-ft-high, 41-story skyscraper on Madison Av and 57th St, NYC; bldg will cost more than $75 million and almost quadruple amt of office and exhibition space that co had on site; will enable IBM to consol 8 of its 12 Manhattan offices; architect Edward Larrabee Barnes comments sketch (M), Jl 12,II,1:4; Paul Goldberger appraises bldg; sketch (S), Jl 12,II,1:6

Profits reptd up 5% in 2d qr; revenues up 11.4% (M), Jl 15,23:6

INTERNATIONAL Harvester Co. See also Agr—Equipment, Jl 11

INTERNATIONAL Minerals & Chemical Corp. See also Uranium, Jl 15

INTERNATIONAL Monetary Fund (IMF). See also Foreign Aid—General and Multinational Foreign Aid, Jl 6

INTERNATIONAL Paper Co

Repts 2d qr net income rose to $69.3 million, while sales rose to $1.05 billion; net income for 6 mos rose to $127.2 million, while sales rose to $2.01 billion (S), Jl 13,IV,4:3

INTERNATIONAL Relations. Note: Material here comprises general relations between China, People's Republic of, USSR and United States; their foreign policies in general; study of and general comment on international relations; general world situation and outlook; peace awards, proposals, movements and confs; and UN efforts for general peace and security. General cold war material is under subhead Communist-Western Relations. For espionage, see country in which it occurs

See also Commerce. Foreign Aid. Geog headings (subdiv Internatl Relations where subdivided) (except for China, People's Republic of, USSR and US). Names of internatl confs and orgns, eg, UN. Other specific subjects. War names

China, People's Republic of. Note: Dispute with Nationalist China over control of Taiwan and other material on Nationalist-Communist conflict are under China, Nationalist

See also Africa, Jl 9. Albania, Jl 12,13,14. Cambodia, Jl 15. Communism (for ideological dispute with USSR). Independence Day (US) (July 4), Jl 5. Indian Ocean Area, Jl 9. Science—China, People's Republic of, Jl 11. UN. Vietnam—Armament etc, Jl 2. Vietnam—Econ Conditions, Jl 4. Vietnam—Foreign Service, Jl 2. Vietnam—Pol, Jl 2,4,5,9,10,15

•Union of Soviet Socialist Republics

Article on continuation of the 'Great Game,' contest between USSR and West for influence in Asian and African countries in Indian Ocean area; contest also pits China against USSR; pressure has begun to build on Carter Adm to form more assertive strategy for checking Soviet thrusts map; drawing (M), Jl 9,IV,3:1

Article by Kiyoshi Nasu denies that normalization of US relations with China would keep Peking from reaching rapprochement with USSR (M), Jl 11,17:2

•United States

Carter Adm, in move to improve ties with China, cancels planned sale of 60 F-4 warplanes to Taiwan; sale reptdly was viewed by White House officials as running counter to Adm's doctrine of supporting a 'strong and secure' China (M), Jl 1,2:3

Comment on improvement in US-China relations and effects on Amer-Soviet detente (S), Jl 2,IV,5:1

Univ of Calif Prof Thomas A Metzger lr comments on James Reston's June 14 article on improved China-US relations; says Reston failed to place blame where it belongs for 'glacial slowness' with which both nations have approached normalization of relations; sees obstacle as China's demands over Taiwan, Jl 2,IV,14:4

Robert G Sutter book, China-Watch: Toward Sino-American Reconciliation, revd; illus (M), Jl 2,VII,p4

Article on Carter Adm's fascination with possibility of close relationship with China and on China's apparent interest despite its continued verbal attacks against US; discusses increasing contacts between officials of both countries and their implications for US-Soviet detente; drawing (M), Jl 9,IV,1:1

Article by Kiyoshi Nasu maintains that should US sever diplomatic relations and abrogate treaty with Taiwan in order to normalize relations with China, it would lose trust and confidence of Asian people, including mainland Chinese, and alienate all of Asia; also denies that normalizing relations with Peking would keep China from reaching rapprochement with USSR (M), Jl 11,17:2

Marshall K Kaplan reply to Thomas Metzger's July 2 lr urging US not to abandon its recognition of Taiwan in order to secure better relations with China, Jl 13,20:3

Pres Carter's science adviser Frank Press voices hope for broad scientific and tech cooperation between US and China as prelude to greatly expanded trade, news briefing on return of scientific mission from Peking (M), Jl 15,5:1

Communist-Western Relations. See also Amer Nations. Arms Control. Astronautics (for US-USSR space race and possible mil uses of space). Commerce. Econ Conditions. Foreign Aid. Middle East. Missiles. NATO. US Armament. US—Intelligence Agency. US—Internal Security

Comment on improvement in US-China relations and effects on Amer-Soviet detente (S), Jl 2,IV,5:1

David P Asch lr comments on Muhammad Ali's visit to USSR, and on his concept of Communist Party leader Brezhnev as a peaceful man, Jl 2,IV,14:5

Univ of Penna Prof Alvin Z Rubinstein lr disputes George Ball's June 16 article on Soviet expansionism, Jl 3,18:6

Article on The Third World War, by former Brit Gen Sir John Hackett and other unidentified mil officials, which describes scenario for Third World War (M), Jl 3,22:3

US Amb Malcolm Toon meets with Soviet Foreign Min Gromyko, Moscow; both discussed issues of bilateral Soviet-Amer relations (S), Jl 4,8:3

US Amb Malcolm Toon is allowed by Soviet authorities to deliver July 4 TV speech (M), Jl 5,8:5

Soviet Foreign Min Gromyko charges Western foes of detente are 'inventing a Soviet threat' to impede US-Soviet SALT talks and push world to brink of war, speech before Supreme Soviet; illus (S), Jl 7,2:2

US expresses 'deep concern' over trial of Ginzburg and Shcharansky; implies trial could affect over-all Soviet-Amer relations (S), Jl 8,5:2

Note that events under each subject are arranged chronologically by date of publication (i.e., January before February; February before March, etc.)

Number given after colon is always the column of newspaper print. Jl 9, IV, 3:1 = July 9, section IV, page 3, column 1

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BASIC INDEXES FOR UNDERGRADUATE RESEARCH

Although hundreds of indexes and abstracts exist, for the requirements of most undergraduate research papers not in your academic major you really need only five basic indexes. These five will provide you with periodical and newspaper articles sufficient to satisfy the research requirements of most papers in English composition, Humanities, and other non-major courses. Of course, it goes without saying that when you do a research paper in your academic major, whether it be business or chemistry, you will search one or more of the subject indexes and abstracts that especially cover the literature of your discipline.

HOW TO FIND PERIODICAL AND NEWSPAPER INDEXES

Ramsey Library has several ways for you to locate indexes. All of the following methods may be used, although the first way is the most direct.

1. Go directly to the index shelves. All currently received indexes carry the call number Per AI + a letter and number (for example, Per AI B5 is the number for the Business Periodicals Index). Near the index shelves there is a large plexiglass locator which identifies each index by subject. Merely look under the subject you need (for indexes covering many subjects see the designation "General") to find a relevant index covering your topic.

2. The bibliography Selected Information Sources: An Interdisciplinary Guide, by Mel Blowers, gives you a list of indexes and abstracts arranged by subject.

3. The Periodical Holdings List gives the number for all indexes and abstracts.

4. For subject indexes, look in the subject card catalog under the heading for a topic (left-hand side of drawer) with the subdivision (right-hand side of drawer) "Periodicals---Indexes".

Art----Periodicals----Indexes
Physics----Periodicals----Indexes
Education----Periodicals----Indexes

INDEXES ON MICROFILM: ROMs

Indexes can be searched in ways other than consulting printed volumes. The Ramsey Library has available three indexes which are searched on microfilm reels. These reels are subject and author indexes to a variety of periodicals and to selected newspapers. The microfilm itself is produced from information stored on computer discs by a method known as ROM, from the words "read-only memory." Hence by extension, we call the microfilm index readers themselves "ROMs."

BASIC INDEXES

1. Reader's Guide to Periodical Literature (Per AI G5.6) 1900-date

Scope: all subjects
Level of journal: popular and general-interest
Arrangement: by subject and author

Note: Cumulative Index (Per AI G5.5) for 1959-1970, 1973-1978

2. Humanities Index (Per AI G6.4) 1974-date

Scope: all humanities: literature and language, literary and political criticism, history, archaeology, classical studies, folklore, area studies, theatre, films, dance, music, religion, theology, philosophy and popular culture.
Level of journal: scholarly
Arrangement: by subject and author

3. Social Sciences Index (Per AI G6.3) 1974-date

Scope: all social sciences: anthropology, area studies, economics, environmental studies, geography, law and criminology, medical sciences, political science, psychology, public administration, sociology, population studies, psychiatry, and urban studies.

Note: prior to 1974, the Social Sciences Index and the Humanities Index were combined as one: Social Sciences and Humanities Index (Per AI G6.2 (1965-1974), formerly called the International Index (1907-1965).

Level of journal: scholarly
Arrangement: by subject and author

4. General Science Index (Per AI S4) 1978-date

Scope: all sciences, including medicine and health and environment
Level of journal: mainly scholarly, with some general-interest journals such as Psychology Today, Science News, Scientific American.
Arrangement: by subject

5. New York Times Index 1851-1862, 1913-date (Per AI N4)

Library has N.Y. Times on microfilm from 1922 to date. Pack Library (main branch) has it from 1851 to date on microfilm.

Note: (S), (M), (L) refer to the length of the articles (Short, Medium, Long)

Notation: Jl 6, IV, 5:2 = July 6th issue, Sunday section IV, pg. 5, second column of newsprint
Jl 7, 6:3 = July 7th issue, page 6, column 3

All of these indexes use Library of Congress subject headings, the ones you are familiar with from the card catalog. A list of the journals and newspapers indexed is attached to each machine. Each index contains a five-year cumulation of citations arranged in one alphabet, so that you do not have to search five separate volumes to get five years of coverage, as you do with printed indexes. The three available ROM indexes are:

1. MAGAZINE INDEX

   Covers nearly 400 popular and general-interest magazines. Since it is very similar in scope to the Reader's Guide to Periodical Literature, you can use it to find topics such as those you would search in the Reader's Guide.

2. NEWSPAPER INDEX

   Complete coverage of the New York Times, the Wall Street Journal, the Christian Science Monitor, and other titles. . It is much more up-to-date than the printed New York Times Index or Wall Street Journal Index.

3. BUSINESS INDEX

   Covers nearly 100,000 articles and books each year and 500 business periodicals and newspapers, including the Wall Street Journal and Barron's, business articles from general interest magazines, government documents, and business books catalogued by the Library of Congress.

SEARCHING INDEXES DIRECTLY ONLINE

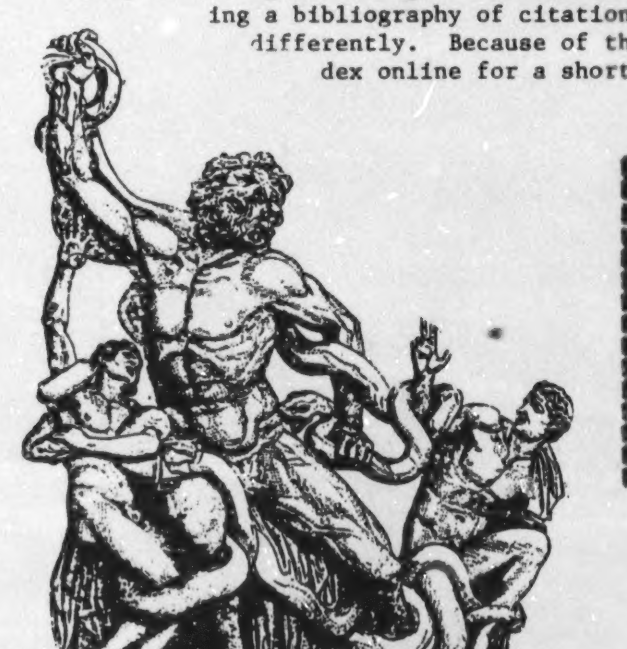
It is also possible to search many indexes and abstracts directly online through the use of computer terminals linked to national database systems. These systems provide libraries and businesses with direct access to the indexing information stored online on computer discs. Since it is from these computer discs that the printed versions of indexes are produced, searching online gives you the same information as that found in a printed volume. The advantages are that you get the information more quickly and often with greater precision, depending on the nature of your topic. In the United States there are three major systems: the System Development Corporation's ORBIT, the Bibliographic Retrieval Service, known as BRS, and the Lockheed Corporation's DIALOG information retrieval system. In addition to these three sources, there are other database systems provided by various governmental and commercial organizations, such as the MEDLINE group of databases produced by the National Library of Medicine.

At present the Ramsey Library provides access to only the DIALOG system. However, the DIALOG system gives excellent coverage for all subjects, since it contains databases for nearly 200 individual indexes and abstracts. DIALOG has very strong coverage in the sciences, the social sciences, technology, and business. Like most database systems it is weak in the humanities, but that is because very few indexes strictly for the humanities exist even in printed form. Because of the amorphous, varied, and interdisciplinary nature of most subjects in the humanities, it is not possible to provide indexing of humanities literature with the same precision that can be achieved in the sciences or social sciences.

The databases covered by information retrieval systems provide two types of information: bibliographic citations and actual data. The actual data is restricted to those services which provide information for business and industry, such as Security and Exchange Commission reports, export/import statistics, and other similar facts and figures. The majority of the databases provide bibliographic information; that is citations and occasionally abstracts for books and articles, just as you would find in a regular printed index such as Sociological Abstracts. In many cases, and certainly in the case of Sociological Abstracts, the online indexing is far superior to the indexes of the printed volume because the terms are more precise.

Using online indexes can save you time and frustration, especially if you are writing a long research paper requiring extensive documentation. Instead of spending hours bent over a printed index such as Psychological Abstracts, you simply tell a librarian what kind of information you need. Both you and the librarian then choose appropriate databases and formulate a search strategy, using terms in ordinary English, not in computer language. The librarian will tell you if your topic is not suited for computer searching and will also conduct the search at the terminal with you standing by to advise on the accuracy and relevancy of the search outcome. What you will then have is a custom-designed bibliography, often with abstracts, that will lead you to books and articles precisely on your research topic.

Since these online indexes are provided by commercial firms, the library must charge the person requesting the search the amount of money billed to the library by the firm. Therefore, online database searching of indexes does require the student or faculty member to pay a sum of money for the convenience of receiving a custom-designed bibliography. That sum is entirely determined by three factors: the per-hour cost spent connected to the database, the telephone charges linking the terminal to the database, and the cost of printing a bibliography of citations offline. Each database is priced differently. Because of the cost, you would not search an index online for a short paper requiring little documentation.



Don't get tied up

in knots doing term

papers. Try an

online search.

Example of a citation and abstract from a database index.

```
Print 27060295/5
DIALOG File29: MET/GEOASTRO Abstracts - 70-82/Jul (Item


27060295   ID NO.- MGA27060295
  Chicken plucking as measure of tornado wind speed.
  Vonnegut, B.
  Atmos. Sci. Res. Ctr., State Univ. of N.Y., Albany
  Weatherwise, Boston, 28(5): 217, Oct. 1975. DAS, DLC
  CTRY OF PUBL: US
  Loomis'  experiment  to determine the air speed required to
remove all the feathers of a  chicken  to  estimate  the  wind
speed  in  a  tornado  vortex  was  conducted in a wind tunnel
instead of using a dead chicken as a ball shot out  of  a  six
pounder. In view of the fact that the force required to remove
the  feathers from the follicles varies over a wind range in a
complicated  and  unpredictable  way  and  depends  upon   the
chicken's  condition and its reaction to its environment,  the
plucking is of doubtful  value as an  index  of  tornado  wind
velocity.
  DESCRIPTORS: Tornado wind velocities; Wind speed estimation
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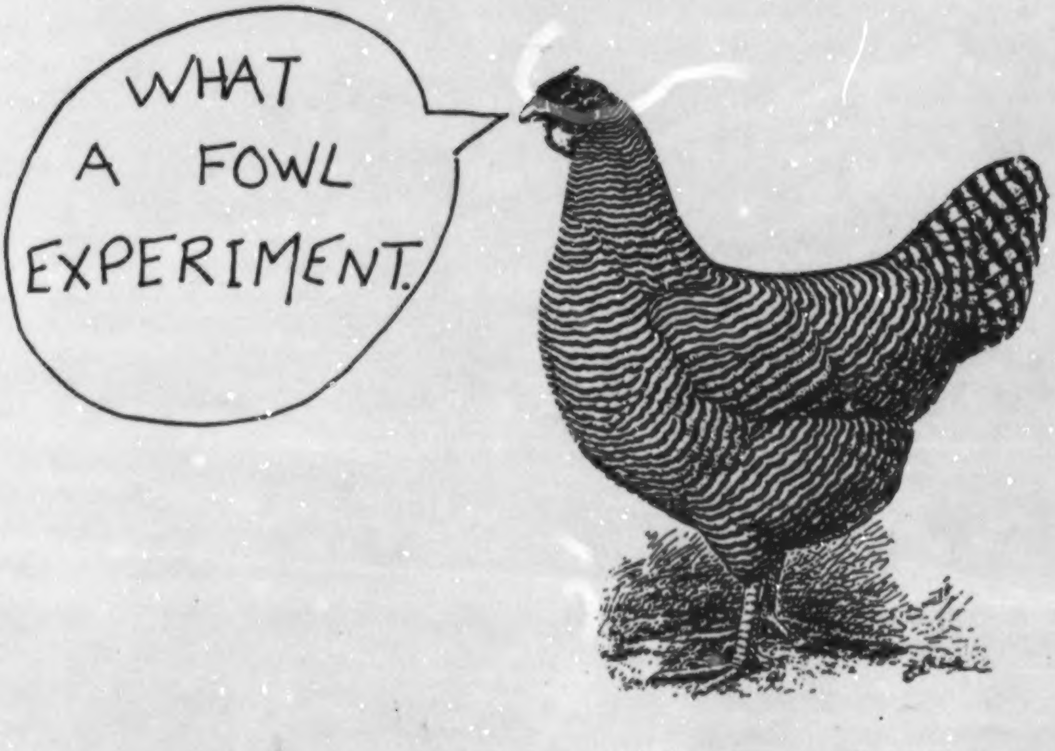
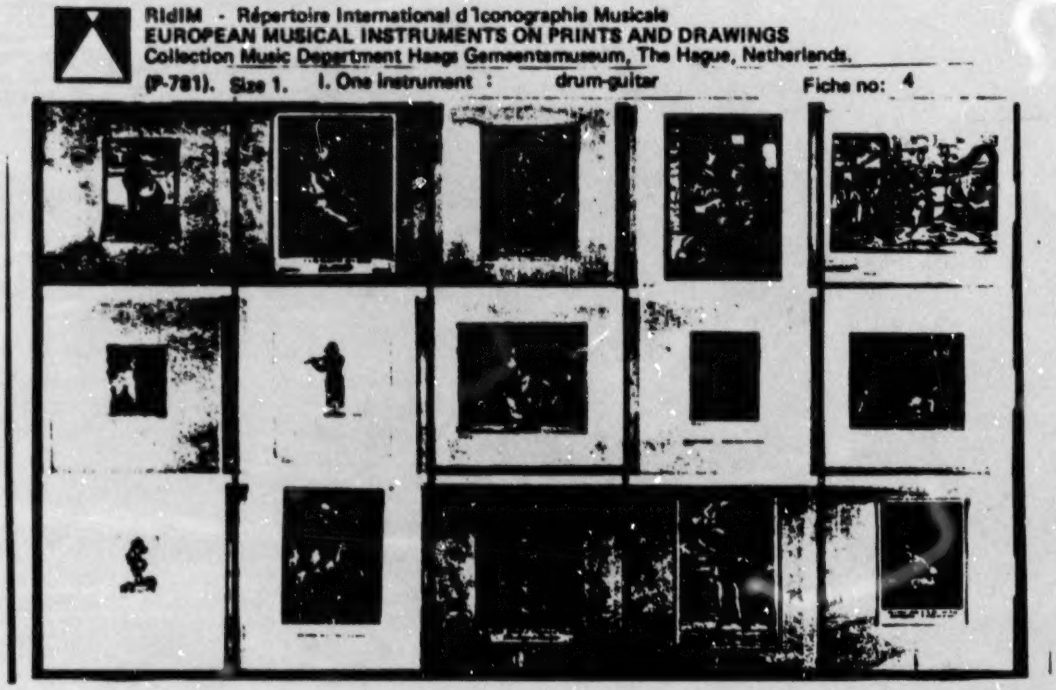

WHAT A FOWL EXPERIMENT.

PERIODICALS ON MICROFORM

Because most libraries are already overcrowded with printed volumes, they prefer to keep many of their journals and books on microforms. Microforms include both MICROFILM (rolls of film) and MICROFICHE (flat pieces of film). Both are easily stored in a small space. To read either microfilm or microfiche you must know how to operate microfilm and microfiche readers, machines which allow you to view and, in some cases, to make copies of the film. Books and periodicals on microform are easily identified. Cards for books on microform will appear in the card catalog with the designation "MICRO" in place of the call number. Periodicals on microform will have the term "Microfilm" in place of the call number in the Periodical Holdings List. Our library has many significant periodical and newspaper titles on microform. Many other libraries also have extensive book collections, particularly of rare and valuable books, on microform. The illustrations of various sizes of microfiche on the following pages will give you some idea of the diversity of sizes available. Of course, the smaller the reduction in image, the more powerful must be the microfiche reader needed to view it.

Microforms are a great boon in an era of expanding publication and limited library storage space. If you reduced the millions of books on 270 miles of shelving to microfiche the size of the Bible example on the following page, you could store those millions in six standard filing cabinets.

Jaques maillet
I M



RIdIM - Répertoire International d'Iconographie Musicale
EUROPEAN MUSICAL INSTRUMENTS ON PRINTS AND DRAWINGS
Collection Music Department Haags Gemeentemuseum, The Hague, Netherlands.
(P-781). Size 1. I. One Instrument : drum-guitar Fiche no: 4

ILLUSTRATIONS CAN BE PRODUCED ON MICROFICHE. THERE IS EVEN COLOR MICROFICHE AND MICROFILM.

NCR
MICROFORMS
THE HOLY BIBLE
pcmi

THE WORLD'S SMALLEST BIBLE

THIS IS THE COMPLETE TEXT OF THE HOLY BIBLE, BOTH OLD AND NEW TESTAMENTS (1,245 pages and 773,746 words). THE REDUCTION IS 62,500 TO 1.

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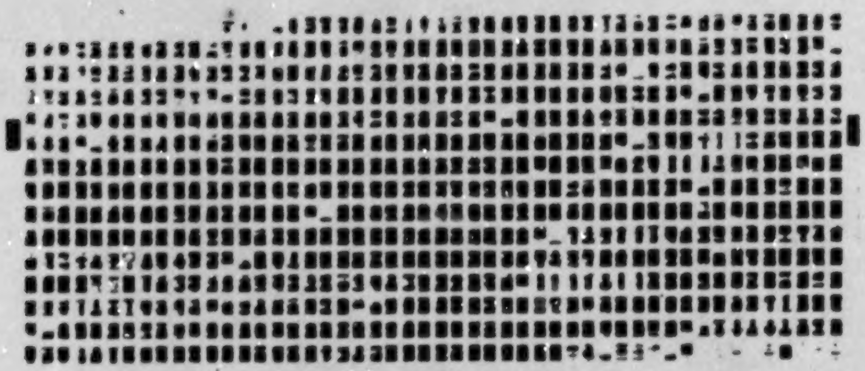
Moore, T MEMOIRS OF RICHARD BRINSLEY SHERIDAN LEL 12460



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MANY COMPLETE BOOKS ARE ON MICROFICHE.

Moore, T MEMOIRS OF RICHARD BRINSLEY SHERIDAN LEL 12460

LEL 12460

Moore, Thomas, 1779-1852.

Memoirs of the life of the Right Honourable Richard Brinsley Sheridan. By Thomas Moore. London: Printed for Longman, Hurst, Rees, Orme, Brown, and Green,... 1825.

xii, 719, [1] p. front. (port.) facsim.

Includes table of contents.

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CHAPTER 7: GOVERNMENT PUBLICATIONS

"In the long run every government is the exact symbol of its people, with their wisdom and unwisdom."

Thomas Carlyle

"From a little distance one can perceive an order in what at the time seemed confusion."

F. Scott Fitzgerald

I. DEFINITION

A government document is any book, periodical, or pamphlet published at public expense by the authority of a legally constituted government body. This government body may be municipal (New York City, Asheville) or it may be a state, a national government (United States, France), or an international organization (the United Nations). In this chapter we shall be concerned with United States government documents. Each year it issues over 20,000 separate government publications.

The United States federal government is the largest publisher in the free world. In addition to these titles, the government publishes an undetermined number of documents primarily for in-house government use. Government publications come in all sizes and formats, from one-page leaflets to sets of more than fifty volumes. Among them are several practical and easily-readable periodicals, such as *School Life*, *the Department of State Bulletin*, and the *Monthly Labor Review*. U.S. government documents are necessary sources of information for four types of disciplines: the sciences, the social sciences, statistics, and consumer affairs. They are also indispensable for acquiring a knowledge of the organization and functioning of the federal government.

The subject range of even non-specialized documents is wide. Topics range from the simple (how to boil water) to the complex (how to get to the moon). A cursory list of a few recent document titles will give you some idea of their scope:

Viking Pictures of Mars

Portraits by George Bellows

Forcible Rape: Medical and Legal Aspects

The Child's Emotions

Platinum Complexes in the Treatment of Cancer

Zip Code Directory

Bloodletting Instruments

Typical Poisonous Plants

Military Operations of the Civil War

Sidney Kidney (explains renal dialysis to children)

The Legal Status of Homemakers in the U.S.

Preparing Catfish: Seventeen Recipes

The Federal Budget

The Search for Extraterrestrial Intelligence

Keeping a Cow

Despite their variety and number, U. S. government documents are as easy to locate and use as any other kind of library material, once you have learned something about their organization and indexing tools.

Governments both large and small publish government documents.

II. CATEGORIES OF UNITED STATES GOVERNMENT DOCUMENTS

The three major branches of our federal government---executive, legislative, and judicial---and all federal departments, bureaus, and agencies issue documents under their auspices. Below is a description of the six major categories of government document, with some representative examples. Titles of these examples refer to the content of the documents, not to their origin. For example, *Statutes at Large*, which is a "judicial" publication, is actually issued by the Office of the Federal Register, which is part of the Executive Branch.

A. Executive Branch Publications

Publications of the Office of the President and of the executive departments and agencies. Includes executive orders, proclamations, and administrative law as set forth in the *Federal Register* and the *Code of Federal Regulations*. Includes the *Weekly Compilation of Presidential Documents*, the *Public Papers of the Presidents*, the *U.S. Government Manual*, and the *Department of State Bulletin*.

B. Legislative Branch Publications

Publications of the Congress as a whole and publications of its committees, subcommittees, and special investigative committees. Also includes publications of the General Accounting Office and of the Library of Congress. Types of material include bills and resolutions, reports of hearings, committee prints, and records of debate. Specific titles are the *Congressional Record*, the *Biographical Directory of the American Congress*, and the *Official Congressional Directory*.

C. Judicial Publications

Publications of the Supreme Court, the U.S. Courts of Appeals, and the United States District Courts. Includes the *United States Code* (actually a publication of the House of Representatives), which codifies statutory law; *Statutes at Large*, the *United States Reports*, and the *Journal* of the Supreme Court. Some indispensable tools for legal reference and bibliography are published not by the government, but by private commercial publishers such as the West Publishing Company and the Commerce Clearing House. These companies publish *The Supreme Court Reporter*, the *United States Supreme Court Reports*, and the *United States Supreme Court Bulletin*.

D. Publications of Departments and Agencies

Issued by the thirteen executive departments and their agencies, these publications include titles issued by the departments of Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, Housing and Urban Development, Interior, Justice, Labor, State, the Treasury, and Transportation.

E. Publications of Independent and Regulatory Agencies

Includes publications of over 50 agencies, boards, and commissions, including those of the Interstate Commerce Commission, the Federal Maritime Commission, The Veterans Administration, the Federal Communications Commission, The Small Business Administration, the Civil Aeronautics Board, the National Labor Relations Board, NASA, the National Science Foundation, and others.

F. Reports of Advisory Committees and Commissions

The committees and commissions exist to study and report on a specific problem and to make recommendations for action to the President and Congress. Such reports are known by the names of the chairman of the committee which issued them. You are probably familiar with the names of the most prominent recent commissions, such as the Warren Report on the assassination of John F. Kennedy. Other well-known and sometimes controversial reports in recent years have been:

The Kerner Report (1966-70) on civil disorders
The Rockefeller Report (1972) on population, growth, and abortion laws
The Lockhart Report (1970) on obscenity and pornography
The Shafer Report (1972) on marihuana and drug abuse

The character and content of government publications will vary according to the nature and functions of the issuing agencies. However, there are certain clearly defined formats which regularly occur. Among these are journals and proceedings; directories and registers; rules; regulations; orders; manuals; decisions; opinions; administrative rules and regulations; hearings; compilations of laws; bibliographies; administrative reports; reports of investigation and research; periodicals; press releases; maps and atlases.

III. THE DEPOSITORY SYSTEM

The Printing Act of 1895, which created the Office of Superintendent of Documents, also established the basis of the depository system. Prior to 1895, government documents were distributed indiscriminately to public schools, academies, and learned societies. With the 1895 Act, documents were distributed only to certain public and academic libraries. In 1922, another act established the selective depository system, under which libraries could elect to order only those categories of publications of most use to their patrons. Selective depository libraries are also called "partial depositories". The Ramsey Library is such a selective depository, in that we do not receive every U.S. government publication.

The Depository Library Act of 1962 finally codified the depository system into its present form. To qualify as a depository, a library must have in its collection at least 15,000 non-government publications. This quota eliminates all small libraries and insures that depository publications will be available to a wide range of clientele. In addition, the Act established the regional depository library system. There are now two kinds of depository libraries serving the public:

1. Selective (or Partial) Depositories order only those documents they want in their collections. Selective depositories may discard any of its government publications after five years, with the permission of its Regional Depository. It must also offer its discarded publications to any other library or educational institution which want them.

The Ramsey Library has been a selective depository since 1966. There are over twenty depository libraries in North Carolina. Among them are the Ramsey Library, Western Carolina University, Appalachian State University, Duke, and UNC-Charlotte.

2. Regional Depositories receive copies of all new and revised government documents authorized for distribution to depository libraries. Regional depositories must keep at least one copy of all depository publications, either in print or microform. They provide interlibrary loan, reference service, and assistance to selective depositories in the use, management, and disposal of documents. There can be no more than two regional depositories in each state and in the Commonwealth of Puerto Rico. North Carolina's Regional Depository is located at UNC-Chapel Hill. You may request our documents librarian to order depository items not in our collection through interlibrary loan from UNC-Chapel Hill.

In 1980, the G.P.O. distributed 47,839 separate volumes to its depository libraries. The G.P.O. currently distributes more than 3,000 classes of publications to the 1,400 libraries in the depository system, most of which are college, university, public state court, or law libraries. No depository library can refuse a person access to its depository documents. The key word here is access. An individual library may have restrictions on the borrowing of these documents, but by law it cannot refuse readers access to their use within the library building.

IV. HOW TO OBTAIN A GOVERNMENT DOCUMENT

A. Mail Order

By writing the Superintendent of Documents, you can subscribe to a free monthly list entitle Selected U.S. Government Publications. This catalog lists popular and useful titles of current and past government publications. Each entry describes the nature of the work and gives price and order number. The Government Printing Office pays all postage. You can also set up a standing account to which you charge your orders, and you can get discounts for multiple copies of one hundred of the same title. Over one million individuals and institutions now subscribe to this catalog. To obtain your free subscription, write to the:

Superintendent of Documents
U.S. Government Printing Office
Washington, D. C. 20402

In 1970, the government opened the Consumer Information Center in Pueblo, Colorado. The Center publishes a quarterly catalog of consumer publications which lists booklets from nearly 30 federal agencies, more than half of which are free. You may order up to 20 free publications from each quarterly catalog-that's 80 free publications a year. Although the Center does not maintain mailing lists for individual purchasers, you may order a copy of the catalog by writing to the:

Consumer Information Center
Pueblo, Colorado 81009

B. G.P.O. Bookstores

The G.P.O. has twenty-seven retail book stores, each of which stock about 1500 popular titles. These stores are just like any other commercial bookstore, in which you can browse and choose which titles you want. If an item is not in stock, the store supplies order forms through which you can obtain the document from the G.P.O. North Carolina has no retail G.P.O. bookstore. The nearest store is in Atlanta, Georgia:

Atlanta Bookstore
Room 100, Federal Building
275 Peachtree Street, N.E.
Atlanta, Georgia 30303
Tel.: (404) 221-6947

C. Specific Government Departments and Bureaus

Some departments, such as the departments of the Interior, Commerce, Labor, the Small Business Administration, and the I.R.S., sell or freely distribute government documents relating to their functions. Often the same document is obtainable from both an agency and the G.P.O. Nevertheless, the Superintendent of Documents remains the main sales agent for G.P.O. publications.

Certain non-depository items are ordered directly from their issuing agencies. One example is the publications of the National Technical Information Service (NTIS), which is a source of technical reports on government-sponsored research and development. Although some few technical reports are available from the Superintendent of Documents, you must buy the bulk of these reports directly from NTIS. (Incidentally, NTIS sells approximately three million reports and microforms annually.)

The Educational Resources Information Center (ERIC) operates sixteen nationwide clearinghouses which collect, abstract, and index documents in all fields of educational research and practice, from urban education to education of the handicapped. ERIC documents can be obtained in either microfiche or paper copies from the ERIC Documentation Reproduction Service (EDRS).

D. Congressmen

You can obtain some documents free of cost from your Seantor or Representative. Congressmen are allocated a certain number of some government publications to distribute to their constituents. Your Congressional representative is a good source for documents that cannot be easily obtained through the G.P.O. or through the issuing agency.

E. Depository Libraries

You can, of course, obtain documents on loan from depository libraries. Locating government documents in your library requires some knowledge of the indexing and abstracting tools necessary for document identification and a familiarity with your library's method of arranging and shelving their documents collection.

V. CLASSIFICATION OF GOVERNMENT DOCUMENTS

Each government document has a unique number that distinguishes it from all other documents and determines its place on the shelves. This number is variously called the "Documents Number" or, more fully, the "Superintendent of Documents Number" or "SUDOCS class number." Like L.C. call numbers, the Documents number is "alphanumeric," that is, it consists of a combination of letters and numerals. The letters indicate the issuing agency or department (the "provenance"), not its subject matter. Hence, the SUDOCS class letter "A" designates documents issued by the Agriculture Department; "D," documents of the Department of Defense; and "FT," documents of the Federal Trade Commission. Numbers followed by a period are added to the basic letter(s) to identify the department's subordinate bureaus:

Agriculture Dept. (including Secretary's Office)	A 1.
Forest Service	A 13.
National Agricultural Library	A 17.

After the period in the basic Class number (e.g, after 13 in A 13.), a second number or numbers indicates the category of document. This category number is followed by a colon:

A 1.	Agriculture Department
A 1.2:	general publications
A 1.32:	posters and maps
A 1.34:	statistical bulletins

Sometimes a shilling mark (/) is added to a category number to indicate a new series:

A 13.4/3:	=	.4 (circulars)
	=	.4/3 (technical circulars)

After the colon, book numbers reflect the number of a publication in a numbered series:

A 13. Forest Service
A 13. 78: Forest Service research papers
A 13. 78: SE-175 = no. 175 of research paper series SE

Remember that Document Numbers reflect the origin of the document, not its subject matter. Publications of one agency are classed together, regardless of subject. The Documents Number system reflects the organizational structure of the United States Government, not a classification of knowledge by subject, as do the L.C. and Dewey systems of book classification.

VI. THE MONTHLY CATALOG

The chief index for government documents is The Monthly Catalog of United States Government Publications, usually referred to as simply The Monthly Catalog. Each issue of The Monthly Catalog contains the following sections:

A. Government Publications

This is a list of documents published for that month, arranged alphabetically by their issuing agencies. Each document is given an identifying ENTRY NUMBER, composed of the year plus a serially-assigned number designating the place of the document in the total number of documents indexed so far that year. For example, the entry number 78-1 designates the first document indexed in January, 1978; 78-169 is the 169th document indexed in 1978.

This section gives full publishing information for each document, including:

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1. entry number
2. documents number
3. author (personal or corporate)
4. title
5. imprint: place, publisher, date
6. collation: pages, illustrations, size
7. notes
8. depository item number
9. GPO stock number (used for ordering documents)
10. price
11. L.C. subject headings
12. L.C. classification number (when known)
13. Dewey classification number (when known)
14. Ohio College Library Center data base number (for catalogers)

B. Six Indexes

1. Author Index

Includes both personal name authors (Abel, Charles) and corporate authors (American College of Radiology; United States. Congress. House. Committee on Armed Services)

2. Title Index

Includes titles of individual volumes in a series and other unique titles (e.g. *Air Force Art* is a unique title. *General Report of the House Committee on Rules* is not)

3. Subject Index

The subject headings are derived from the *Library of Congress Subject Headings*.

4. Series/Report Index

An alphabetical list of report titles (Marketing research report; no. 1064) and general series statements (Historical monograph series).

5. Stock Number Index

A numbered list of Superintendent of Documents stock numbers.

6. Title Key Word Index

Picks up important words in the titles.

Each of the six indexes cumulates semi-annually and annually. From January to May, you must consult the indexes in each monthly issue until the June cumulative index for the half year is published. From July to November, you must consult the indexes in each monthly issue until the December index cumulates for the entire year.

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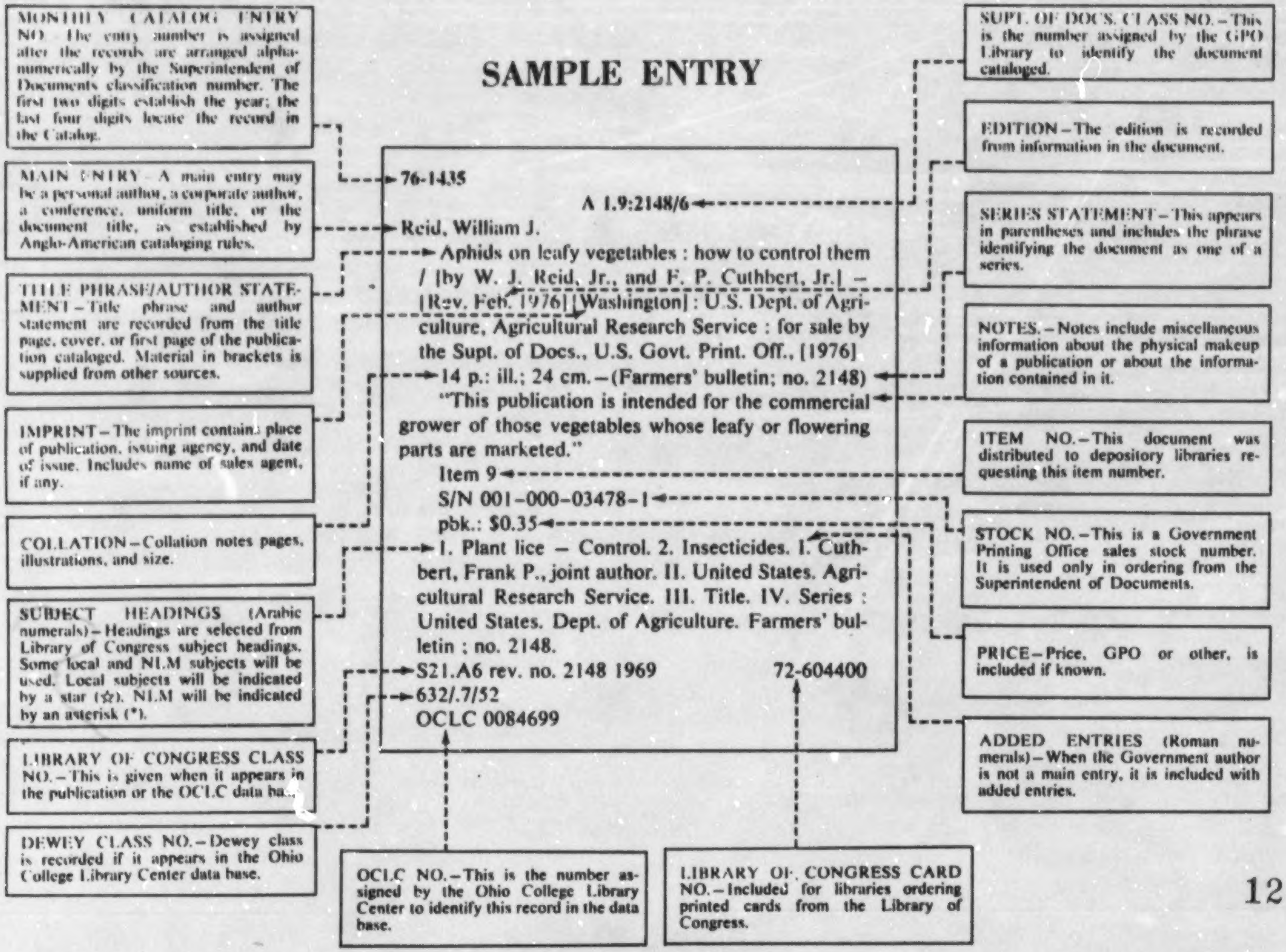
SAMPLE ENTRY



76-1435

A 1.9:2148/6

Reid, William J.

Aphids on leafy vegetables : how to control them / [by W. J. Reid, Jr., and F. P. Cuthbert, Jr.] – [Rev. Feb. 1976] [Washington] : U.S. Dept. of Agriculture, Agricultural Research Service : for sale by the Supt. of Docs., U.S. Govt. Print. Off., [1976]

14 p.: ill.; 24 cm. – (Farmers' bulletin; no. 2148)

"This publication is intended for the commercial grower of those vegetables whose leafy or flowering parts are marketed."

Item 9
S/N 001-000-03478-1
pbk.: $0.35

1. Plant lice – Control. 2. Insecticides. I. Cuthbert, Frank P., joint author. II. United States. Agricultural Research Service. III. Title. IV. Series : United States. Dept. of Agriculture. Farmers' bulletin ; no. 2148.

S21.A6 rev. no. 2148 1969 72-604400
632/.7/52
OCLC 0084699

MONTHLY CATALOG ENTRY NO. – The entry number is assigned after the records are arranged alphanumerically by the Superintendent of Documents classification number. The first two digits establish the year; the last four digits locate the record in the Catalog.

MAIN ENTRY – A main entry may be a personal author, a corporate author, a conference, uniform title, or the document title, as established by Anglo-American cataloging rules.

TITLE PHRASE/AUTHOR STATEMENT – Title phrase and author statement are recorded from the title page, cover, or first page of the publication cataloged. Material in brackets is supplied from other sources.

IMPRINT – The imprint contains place of publication, issuing agency, and date of issue. Includes name of sales agent, if any.

COLLATION – Collation notes pages, illustrations, and size.

SUBJECT HEADINGS (Arabic numerals) – Headings are selected from Library of Congress subject headings. Some local and NLM subjects will be used. Local subjects will be indicated by a star (☆). NLM will be indicated by an asterisk (*).

LIBRARY OF CONGRESS CLASS NO. – This is given when it appears in the publication or the OCLC data ba[illegible]

DEWEY CLASS NO. – Dewey class is recorded if it appears in the Ohio College Library Center data base.

SUPT. OF DOCS. CLASS NO. – This is the number assigned by the GPO Library to identify the document cataloged.

EDITION – The edition is recorded from information in the document.

SERIES STATEMENT – This appears in parentheses and includes the phrase identifying the document as one of a series.

NOTES. – Notes include miscellaneous information about the physical makeup of a publication or about the information contained in it.

ITEM NO. – This document was distributed to depository libraries requesting this item number.

STOCK NO. – This is a Government Printing Office sales stock number. It is used only in ordering from the Superintendent of Documents.

PRICE – Price, GPO or other, is included if known.

ADDED ENTRIES (Roman numerals) – When the Government author is not a main entry, it is included with added entries.

OCLC NO. – This is the number assigned by the Ohio College Library Center to identify this record in the data base.

LIBRARY OF CONGRESS CARD NO. – Included for libraries ordering printed cards from the Library of Congress.

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VII. HOW TO USE THE MONTHLY CATALOG

You can locate government documents in the Monthly Catalog in one of two ways.

1. If you are interested in all of the publications of a certain department or agency, you can check the main sections of Government Publications under the names of individual departments and agencies.

2. You can use one of the six indexes. This is the intelligent approach. Moreover, unless you know the specific author, stock number, title, or series and report title, your best method is to search the subject index. After all, you are usually searching for documents on a specific subject, regardless of the issuing agency.

No matter which index you use, you will always be referred back to the Entry Number in the section of Government Publications which gives the full publishing information. Using the following sample pages from the Monthly Catalog, follow the steps outlined in the next section to locate a document.

Don't be afraid to get your feet wet with government documents!

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MONTHLY CATALOG

Author Index

McBride, F D
Sludge-treated coal mine spoils increase heavy metals in cover corps /, 78-47

McCawley, Frank X , jt. auth.
Electrodeposition of platinum-group metals /, 78-638

McGillis, Daniel, joint author.
Exemplary project: Project New Pride, Denver, Colorado., 78-667
Project New Pride: Denver, Colorado /, 78-667

McKnight, A James.
Problem identification course : instructor materials., 78-889
Problem identification course : participant materials., 78-888

McLain, Douglas R , jt. auth.
Annual physical and chemical oceanographic cycles of Auke Bay, southeastern Alaska /, 78-142

McLemore, B F
Strobili and conelet losses in four species of southern pines /, 78-54

McWhorter, D B , jt. auth.
Continuous subsurface injection of liquid dairy manure /, 78-264

Mead, Margaret, 1901-
The atmosphere : endangered and endangering /, 78-446

Mendor, Daniel John
Consumers of justice : how the public views the Federal judicial process /, 78-687

Mechanical Failures Prevention Group.
MFPG—detection, diagnosis, and prognosis : proceedings of the 26th meeting of the Mechanical Failures Prevention Group held at the IIT Research Institute, Chicago, Illinois, May 17-19, 1977 /, 78-121

Keefe, Eugene K
Area handbook for Italy /, 78-208

Kell, J H , joint author.
A technique for measurement of delay at intersections /, 78-843

Keller, George H , joint author.
Clay fabric and geotechnical properties of selected submarine sediment cores from the Mississippi Delta /, 78-145

Kellogg, William Welch, 1917-
The atmosphere : endangered and endangering /, 78-446

Kenney, James M
Seismic detection of motor vehicles /, 78-845

Government Publications — January 1978

1. Bile pigments — Congresses. I. Berk, Paul D. II. Berlin, Nathaniel I. III. John E. Fogarty International Center for Advanced Study in the Health Sciences. IV. Title. V. Series: John E. Fogarty International Center for Advanced Study in the Health Sciences. Proceedings ; no. 35. VI. Series: United States. Dept. of Health, Education, and Welfare. DHEW publication ; no. (NIH) 77-1100.

OCLC 3229157

78-445

HE 20.3710:37

Idiopathic urinary bladder stone disease / Robert Van Reen, editor. — [Bethesda, Md. : Dept. of Health, Education, and Welfare, Public Health Service, National Institutes of Health] ; Washington : for sale by the Supt. of Docs., U.S. Govt. Print. Off., 1977.

20402

xvi, 370 p. : ill. ; 24 cm. — (DHEW publication ; no. (NIH) 77-1063) (Fogarty International Center proceedings ; no. 37)

Sponsored by the Fogarty International Center, the Eastern Mediterranean Regional Office of the World Health Organization, and the NationalInstitute of Arthritis, Metabolism, and Digestive Diseases.

Includes bibliographical references and index.

●Item 507-C-3

S/N 017-053-00062-1

$7.00

1. Bladder — Diseases — Congresses. I. Van Reen, Robert. II. John E. Fogarty International Center for Advanced Study in the Health Sciences. III. Series: United States. Dept. of Health, Education, and Welfare. DHEW publication ; no. (NIH) 77-1063. IV. Series: John E. Fogarty International Center for Advanced Study in the Health Sciences. Proceedings ; no. 37.

OCLC 3339540

document number

78-446

HE 20.3710:39

The atmosphere : endangered and endangering / William W. Kellogg and Margaret Mead, scientific editors. — [Bethesda, Md. : Dept. of Health, Education, and Welfare, Public Health Service, National Institutes of Health], John E. [illegible]arty International Center for Advanced Study in the Health Sciences ; Washington : for sale by the Supt. of Docs., U.S. Govt. Print. Off., [1977].

20402

xxiv, 154 p. : ill. ; 23 cm. — (Fogarty International Center Proceedings ; no. 39) (DHEW publication ; no. (NIH) 77-1065)

Conference sponsored by the John E. Fogarty International Center and the National Institute of Environmental Health Sciences, Oct. 26-29, 1975.

Bibliography: p. 137-141.

Includes index and glossary.

●Item 507-C-3

S/N 017-053-00059-1

pbk. : $2.50

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Series/Report Index

DHEW publication ; no. (HRA) 77-4012, 78-468
DHEW publication ; no. (HRA) 77-14003, 78-469
DHEW publication ; no. (HRA) 77-14538, 78-472
DHEW publication ; no. (HSA) 77-410, 78-506
DHEW publication ; no. (HSA) 77-5102, 78-460
DHEW publication ; no. (HSA) 77-5209, 78-458
DHEW publication ; no. (HSA) 77-5216, 78-457
DHEW Publication ; no. (HSA) 77-5619, 78-459
DHEW publication ; no. (HSA) 77-5731, 78-463
DHEW publication ; no. (HSA) 77-6011, 78-462
DHEW publication ; no. (NCES) 77-121, 78-418
DHEW publication ; no. (NCES) 77-250, 78-419
DHEW publication ; no. (NCES) 77-255, 78-416
DHEW publication ; no. (NCES) 77-260, 78-417
DHEW publication ; no. (NCES) 77-264, 78-420
DHEW publication ; no. (NIH) 76-788, 78-430
DHEW publication ; no. (NIH) 77-80, 78-432
DHEW publication ; no. (NIH) 77-167, 78-427
DHEW publication ; no. (NIH) 77-540, 78-428
DHEW publication ; no. (NIH) 77-813, 78-424
DHEW publication ; no. (NIH) 77-825, 78-425
DHEW publication ; no. (NIH) 77-831, 78-426
DHEW publication ; no. (NIH) 77-987, 78-429
DHEW publication ; no. (NIH) 77-992, 78-423
DHEW publication ; no. (NIH) 77-1063, 78-445
DHEW publication ; no. (NIH) 77-1065, 78-446
DHEW publication ; no. (NIH) 77-1100, 78-444

FIPS pub ; 49, 78-133
FNS ; 163, 78-99
Fogarty International Center proceedings ; no. 35, 78-444
Fogarty International Center proceedings ; no. 37, 78-445
Fogarty International Center Proceedings ; no. 39, 78-446
Foreign agricultural economic report ; no. 139, 78-98
Foreign Service Institute basic course series, 78-763, 78-764
Forest insect and disease management, 78-67

Subject Index

dlife Conservation and the Environment and the Subcommittee on Oceanography of the Committee on Merchant Marine and Fisheries, House of Representatives, Ninety-fifth Congress, first session, on H.R. 1833 and H.R. 4739..., 78-1095

Arab countries — Commerce.
Estimating price trends of industrial countries' export to OPEC., 78-710

Araujo, Maria Lilia Lopez.
Lilia Araujo : report to accompany H.R. 1406., 78-1173

Arbitration, Industrial — United States — Cases.
Subject-matter index and table of cases covering cases reported in Panel releases 1 through 45, August 1970-December 1974., 78-903

Asian Americans — Health and hygiene — Congresses.
1st National Asian American Conference on Drug Abuse Prevention, Feb. 20-21, 1976., 78-510

Aspen — Handbooks, manuals, etc.
Aspen in the north central States /, 78-61

Asphalt — Research.
On the composition of the fractions of crude oil asphaltenes / by M. Z. Bikbayeve ... [et al.] ; translated from the Russian by Energy Research and Development Administration, Technical Information Center., 78-298

Associations, institutions, etc.
Youth participation in organisations., 78-387

Astronautical research.
World-wide space activities ... report /, 78-1131

Astronauts — Russia — Biography.
Astronauts and cosmonauts biographical and statistical data : report /, 78-1130

Astronauts — United States — Biography.
Astronauts and cosmonauts biographical and statistical data : report /, 78-1130

Astronomy — Periodicals.
Geophysics, astronomy, ad space, 78-905
USSR and Eastern Europe scientific abstracts: geophysics, astronomy, and space., 78-905

Atmosphere — Congresses.
The atmosphere : endangered and endangering /, 78-446

Atomic energy industries — Management.
Executive summary of safeguards systems concepts for nuclear material transportation : final report /, 78-931
Temporal response methods for dynamic measurement of in-process inventory of dissolved nuclear materials /, 78-924

Title Index

Area 24, Weddell Sea, pair C-D (Hawaii, U.S.A.-North Dakota, U.S.A.) : Omega table., 78-185
Arkansas riverbed rights of Cherokee, Choctaw, and Chickasaw Indian Nations : hearing before the U.S. Senate Select Committee on Indian Affairs on S. 660 ... May 25, 1977., 78-1058
Armed forces., 78-371
Arms transfer policy : report to Congress /, 78-1036
The Army adaptation inventory : Development and Standardization /, 78-216
Army plans to realine the armament community /, 78-352
Art and artists., 78-366
Artillery repairman, MOS 45L., 78-201
Asbestos toxicity /, 78-443
Assessing criminal justice projects : findings from the National Evaluation Program., 78-611
The Ashland litigation : a case study of judicial delay of a Congressional investigation : report /, 78-1063
Aspen in the north central States /, 78-61
Astronauts and cosmonauts biographical and statistical data : report /, 78-1130
The atmosphere : endangered and endangering /, 78-446
Authorizing appropriations for the Energy Research and Development Administration : conference report to accompany S. 1811., 78-1258

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Locating a Document in Our Collection

Assume you are looking for a document on atmosphere. In our sample pages you can find such a document in the subject index under the heading "Atmosphere--Congresses". If you knew that Kellogg or Mead was one of the authors, you could have found the document under either of their names in the author index. If you knew either title or either of the two series to which this document belongs, you could have found it through either the title or the series index.

Note the ENTRY NUMBER in all four indexes. This number leads you directly to the document as listed in the Government Publications section.

Once you have turned to the Government Publications section, copy down author, title, publisher, date, and, most importantly, DOCUMENTS NUMBER. If we do not own the document, you will need all of this information to order it from another library or to buy it directly from the G.P.O. or the issuing agency. (When planning to purchase a document, also copy the stock number, designated in the Monthly Catalog by S/N).

Turn to the Documents Catalog. Cards in this catalog are arranged only by documents number, not by subject, author, or title.

LC 1.12/2:
F 67 Unidentified Flying Objects:
A Selected Bibliography.
Comp. by Kay Rodgers. 1976.
16p.

Look up the documents number for your publication. If the documents number does not appear in our catalog, you may assume that we do not own that title. However, to be doubly sure, ask our documents librarian, as it is possible that your document has been ordered.

Because of their subject matter, some government documents are treated like regular books. They are given L.C. call numbers and shelved in the stacks with the regular collection. Such a document will still have a card under its documents number in the documents catalog. This card will direct you to the correct L.C. call number in the regular collection or, in the case of a series with many different call numbers, such as the *Area Handbooks*, it will direct you to the appropriate card catalog.

SI 1.2:
Ea 5

The Thomas Eakins Collection of the Hirshhorn Museum and Sculpture Garden. By Phyllis D. Rosenzweig.
1977.
240p.

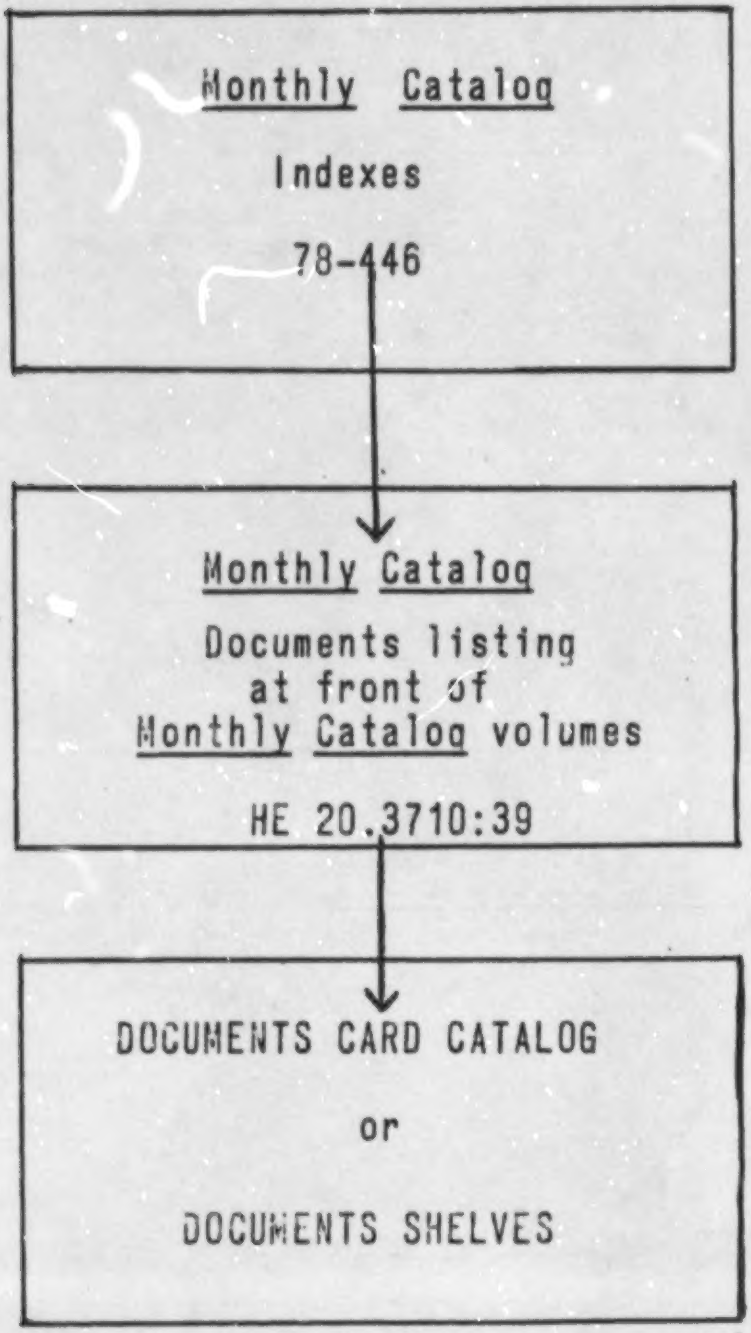
Shelved in
the regular
collection.
See author
or title
catalog.

HE 19.314:
year

The Condition of Education. This annual statistical report describes conditions in education as well as those in the larger society that affect education.

(shelved in:
Ref.
L
112
N 377a)

HOW TO FIND A GOVERNMENT DOCUMENT


Monthly Catalog
Indexes
78-446
Monthly Catalog
Documents listing at front of Monthly Catalog volumes
HE 20.3710:39
DOCUMENTS CARD CATALOG
or
DOCUMENTS SHELVES

Most government documents, except those classified with the regular book collection, are shelved on the yellow document shelves beyond the first floor stairwell. Room 6 (basement, next to the Snack Bar) also contains selected documents, such as the Congressional Record, the House and Senate Journals, the House and Senate Reports, and House and Senate Miscellaneous Documents, and The Federal Register.

Four Things You Must Remember About Locating Government Documents

1. The Monthly Catalog is the main index for finding government documents.
2. All indexes in the Monthly Catalog lead you to the ENTRY NUMBER in the section of Government Publications.
3. You must know the DOCUMENTS NUMBER to find a publication in our documents catalog. This number is given in the Government Publications section.
4. Some government documents are classified by L. C. call number and shelved with the books in the regular collection. The documents catalog will direct you to these specially treated publications.

VIII. A SUPPLEMENTAL INDEX TO GOVERNMENT DOCUMENTS: PAIS BULLETIN

PAIS Bulletin (Public Affairs Information Service Bulletin. New York: 1960-) weekly, with cumulations. (Per. AI P4.3)

Indexes government documents as well as books, pamphlets, and periodical articles in political science and public affairs. Although it does not give documents numbers, the citations will lead you easily to the same document in the Monthly Catalog. Although it is not so comprehensive as the Monthly Catalog, its weekly frequency of publication makes it useful to consult between issues of the Catalog.

IX. TWO PUBLISHED GUIDES TO U. S. GOVERNMENT DOCUMENTS

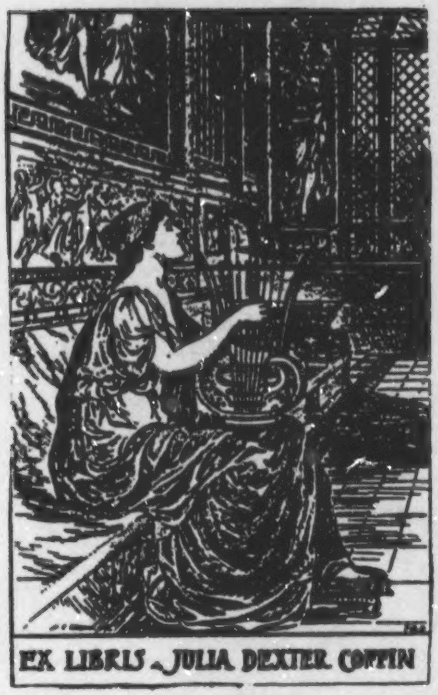
1. Andriot, John L. Guide to U. S. Government Publications. (McLean, Va.: Documents Index, 1977.) 4 v. (Ref. Z1223/Z7/A5.74)

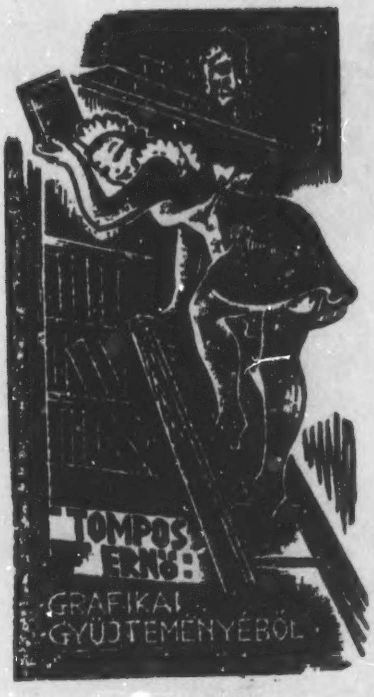
Bibliography of all government documents; partly annotated. Volume 1: Current government agencies; Volume 2: Abolished agencies. Arranged alphabetically by agency and, within agency, by documents numbers. Volume two contains indexes by agency and title and an outline of the Superintendent of Documents Classification System. Volume one contains an explanation of the SUDOCS classification system, showing how the system is constructed.

2. List of Classes of United States Government Publications

A list of all the classes issued by federal departments, agencies, and their subdivisions. Arranged by documents number; revised annually.

If you are having any difficulty locating a U. S. government document, be sure to ask the documents librarian for assistance.


EX LIBRIS JULIA DEXTER COFFIN


TOMPOS ERNŐ:
GRAFIKAI
GYŰJTEMÉNYÉBŐL

CHAPTER 8: EVALUATING SOURCES

HOW
TO BE
SKEPTICAL
WHEN COLLECTING
RESEARCH
MATERIAL

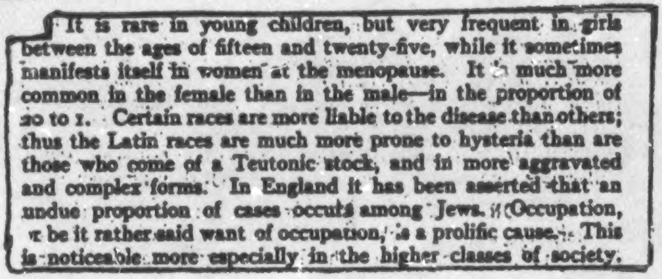
Once you have gathered all your research material, the real work of writing your paper begins. You have learned from your English composition courses and from the experience of writing papers in other classes something about the techniques of organizing material and setting up footnotes and bibliographies. What you may not be completely aware of is the necessity for constant vigilance in assessing the reliability, accuracy, and objectivity of your research data. Of course, in many cases it is not possible for you to evaluate your research material, since at the undergraudate level, you lack the expert knowledge available to a mature scholar. Nevertheless, it is somewhat possible for you to evaluate the authoritativeness of books and articles by using certain indexes and reference works in the library. Through indexes, you can find book reviews in journals and newspapers, reviews that will at least give you an idea of how your books were received at the time of publication and how they fit in with the existing literature of your subject. Biographical dictionaries help you evaluate by giving you the professional qualifications of your authors. Both kinds of library materials can help you at least begin forming an opinion about the credibility of your printed resources.

None of us is so gullible as to believe a thing simply because we see it in print. Nevertheless, print does give a specious air of authority to opinions, especially when the print appears in hard-bound books. It is impossible to calculate the number of falsehoods and foolish ideas that have been published since the history of printing began, but their numbers must be legion. Even respected journals and reputable newspapers are not immune from inaccurate and distorted information. Example: respected British psychologist Sir Cyril Burt. Burt, an international authority in educational psychology, was found to have published inaccurate data. Evidence exists that some of his data was fictitious. Certainly it could not be substantiated. Example: in 1981, the Washington Post felt compelled to return the Pulitzer Prize for feature writing which it had received for a series of articles on an eight-year-old heroine addict. The reporter later admitted that practically the whole series had been fabricated and that no such child had ever existed. Example: the psychologists Mark and Linda Sobell misrepresented and falsified their data on a crucial experiment that aimed to teach hard-core alcholics to become social drinkers. As a result of their published study, many alcohol rehabilitation programs were restructured to reflect the Sobells' inaccurate findings. The cost in human misery of such misrepresentation is incalculable and demonstrates that inaccurate information can have grave social consequences.

Even highly authoritative reference works are not so objective as they appear. Each culture contributes its own view of factual information, depending on its political, social, religious and ethnic composition. For example, examine the articles on two prominent people, former Secretary of State John Foster Dulles and Russian poet and novelist Boris Pasternak. Two of the articles are taken from the third edition (1970-1978) of the official Russian encyclopedia, the Great Soviet. The other two are taken from standard American encyclopedias, the Britannica (1979 ed.) and the Americana (1980 ed.). The differences between the reference books are more than superficial, reflecting as they do two totally opposed systems of political and social values. Is Pasternak's novel Doctor Zhivago "a work of genius," as the Americana asserts, or does it fail because, in the words of the Great Soviet, it expresses "a negative attitude toward the Revolution and a lack of faith in social transformation"? Is it "one of the notable literary and moral events of all time" (Americana) or evidence that

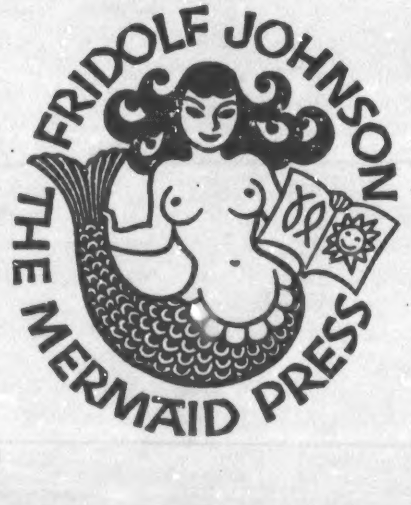
Pasternak was undergoing an uncharacteristic lapse of faith, led astray by his own "sense of alienation" (Great Soviet)? The articles on John Foster Dulles are equally revealing. To the Encyclopaedia Britannica Dulles is primarily remembered as the architect of U.S. foreign policy in the Cold War and as the statesman who extended the system of anti-Communist alliances to Asia. The Great Soviet also stresses these achievements, but with a different emphasis: "All Dulles' foreign policy activity was directed against the USSR and other socialist countries." What to one encyclopedia is clearly a defensive alliance is to the other an act of aggressive diplomacy.

The passage of time also changes the "objective" facts in reference books. The eleventh edition of the Encyclopaedia Britannica(1911) is considered the epitome of early twentieth-century scholarship, reflecting as it does the ideas and values of the last secure European generation before the first world war. This judgment is correct. However, the 1911 Britannica also reflects the cultural prejudices and racial stereotypes of its own era. Read this excerpt from its article on "Hysteria." Not only is this portion of the article medically and sociologically incorrect (as determined by subsequent findings in psychology and psychoanalysis) but it reflects what are today unpalatable racial, sexual, and even class-bound stereotypes. In the light of subsequent history, including the rise of Nazism and the Holocaust, it is bitterly ironic to read that "the Latin races are much more prone to hysteria than are those who come of a Teutonic stock."



It is rare in young children, but very frequent in girls between the ages of fifteen and twenty-five, while it sometimes manifests itself in women at the menopause. It is much more common in the female than in the male—in the proportion of 20 to 1. Certain races are more liable to the disease than others; thus the Latin races are much more prone to hysteria than are those who come of a Teutonic stock, and in more aggravated and complex forms. In England it has been asserted that an undue proportion of cases occurs among Jews. Occupation, or be it rather said want of occupation, is a prolific cause. This is noticeable more especially in the higher classes of society.

The point of these examples is this: be wary of printed sources, no matter how "authoritative," if what they say seems to conflict with experience or common sense of informed judgement. Never accept any dubious information merely because it comes from a reputable source. In this post-Watergate society, I doubt whether anyone really needs to be given such advice, but it does not hurt to reiterate it. It is important to walk the fine line between credulousness and contentious disagreement for its own sake.



AMERICANA (1980 ed.)

Doctor Zhivago was completed in 1955, but only excerpts were printed in the USSR, where it has never been published in full. An Italian translation appeared in 1957, and in 1958, when the novel was first published in English, it was announced that Pasternak had won the Nobel Prize in literature. He joyfully voiced his acceptance. Within a week, however, having been expelled from the Soviet Writers' Union and subjected to vilifying accusations, he wired his refusal to accept the award "in view of the meaning given to this honor in the community to which I belong." *Doctor Zhivago* was lauded by Western critics as a work of genius and one of the notable literary and moral events of all time. In a narrative of epic scope, including a sequence of poems, the author treats events he himself lived and suffered through, including the Russian revolutions of 1905 and 1917 and the long aftermath of violence and destruction, extending, through an epilogue, into World War II. Against this background he projects a humanistic philosophy and recurrent faith in the creative miracle of life itself. He reaches beyond political matters to universal human values and displays poetic insight worthy of the great masters of Russian literature. See also DOCTOR ZHIVAGO.

GREAT SOVIET (3d ed.)

In the 1950's,Pasternak underwent a profound crisis. His novel *Doctor Zhivago* expressed a negative attitude toward the Revolution and a lack of faith in social transformation. In 1955, Pasternak admitted that while working on the novel his "own sense of alienation . . . began to lead [him] more and more astray" (see *Istoriia Russkoi sovetskoi literatury*, vol. 3, 1968, p. 377). The publication of this novel abroad in 1957 and the decision to award Pasternak a Nobel Prize in 1958 aroused sharp criticism in the Soviet press: Pasternak was expelled from the Writers' Union and subsequently declined to accept the Nobel Prize.

GREAT SOVIET (3d ed.)

DULLES, JOHN FOSTER. Born Feb. 25, 1888, in Washington, died there May 24, 1959. US government figure and diplomat; a lawyer by profession.

Dulles was closely linked with influential monopolistic circles and for a number of years (beginning in 1927) headed the large law firm of Sullivan and Cromwell, which arranged deals, in particular, between American and German monopolies in the 1920's and 1930's. He was director of the international monopoly International Nickel Company, a member of the board of directors of the New York City Bank, and chairman of the board of trustees of the Rockefeller Foundation. Dulles began his diplomatic activity in 1907 as secretary to the US delegation at the Second Hague Conference. At the Paris Peace Conference of 1919–20, Dulles was an adviser to the American delegation. In 1924 he participated in drawing up the Dawes plan. After World War II (1939–45) he played a very active role in the preparation of the so-called Marshall Plan and in the organization of the North Atlantic Pact (1949). Between 1953 and 1959 he was US secretary of state. All Dulles' foreign policy activity was directed against the USSR and the other socialist countries. He initiated and carried out such policies as "[acting] from a position of strength" and "balancing on the brink of war."

D. S. ASANOV [7–1524–1]

BRITANNICA (1979 ed.)

Dulles, John Foster 5:1081 (b. Feb. 25, 1888, Washington, D.C.—d. May 24, 1959, Washington, D.C.), secretary of state under Pres. Dwight D. Eisenhower, was the architect of many major elements of U.S. foreign policy in the Cold War power struggles with the Soviet Union after World War II.

Abstract of text biography. After studying at Princeton and George Washington universities and the Sorbonne, Dulles entered a New York law firm and specialized in international law. He was counsel to the American delegation to the Versailles Peace Conference and later served as a member of the reparations commission. He was appointed secretary of state by President Eisenhower in January 1953 and served until April 1959. He extended the anti-Communist alliance system begun in Europe with the North Atlantic Treaty Organization by forming a series of regional pacts with Asian governments.

BEST COPY AVAILABLE

TWO TECHNIQUES TO HELP THE SKEPTIC

BIOGRAPHICAL INFORMATION

In Chapter 2, pages 16-18, we discussed some titles of various biographical dictionaries. These dictionaries will help you to determine the credibility and authoritativeness of your authors because they give you brief synopses of individuals' professional credentials. Education, professional appointments, honors and awards, and publications all mark an author as suited (or unsuited) to write about a topic. Listed below are a few titles that are exceptionally useful for locating biographical information on writers and academic authors. Others also exist, and for these you must consult the card catalog or ask a librarian.

Contemporary Authors (Ref. PN 771 C6)

Biographical information about authors of all types of works: nonfiction, fiction, poetry, children's books, etc. A permanent series includes deceased and inactive authors.

American Men and Women of Science (Ref. Q 141 A4.7)

Succinct information about currently active scientists and social scientists.

Directory of American Scholars (Ref. LA 2311 C3.2)

Biographical sketches of college and university professors and other scholars. Its four volumes cover history, English, speech and drama, foreign languages, philosophy, religion, and law.

Who's Who series (Marquis Publications)

The Marquis Publishing Company issues a series of fourteen separate *Who's Who* directories for the United States. The best known one is *Who's Who in America*, which lists men and women of national prominence, but there are also four regional Who's Who volumes for the East, the West, the Midwest, and the South and Southwest, as well as specialized volumes for different professions. There is even a separate *Who's Who of American Women*.

Biography & Genealogy Master Index (Index Table Ref. Z 5305 U5 B5.6)

Although this set of volumes does not in itself give you biographical information, it does lead you to reference works that do give such information.

BOOK REVIEWS

> "I never read a book before reviewing it; it prejudices a man so."
>
> The Rev. Sydney Smith (1771-1845)

Book reviews in journals and newspapers can give you some idea of how a book fits into the literature of the subject on which you are doing research.

Special indexes can lead you to book reviews that have been published in this country since the late nineteenth century. Below are those indexes owned by the Ramsey Library.

Book Review Digest (1905-date)
Book Review Index (1965-date)
National Library Service Cumulative Book Review Index, 1905-1974
Current Book Review Citations (1976-1982)
Index to Book Reviews in the Humanities (1961-date)
Combined Retrospective Index to Book Reviews in Scholarly Journals, 1886-1974
Index to Book Reviews in Historical Peridocials (1973-date)
Children's Book Review Index (1975-date)
America: History and Life, Part B: Index to Book Reviews

The concluding sections of the following periodical indexes:

Reader's Guide to Periodical Literature
Humanities Index
Social Sciences Index
Education Index
Art Index
Business Periodicals Index
Applied Science and Technology Index
Biological and Agricultural Index

Of all the ones in this list, the one that provides direct information about the content of reviews is the Book Review Digest, a portion of which is reproduced here. The Digest indexes reviews for about 6,000 books every year. These reviews appear in seventy English-language periodicals. Emphasis is on so-called "popular" literature, especially fiction. (For more scholarly books, you must consult one of the other indexes.) The Digest is unique in that it is the only book review index that gives you actual excerpts from reviews. Because of this feature, it is easy to use the Book Review Digest to find a representative selection of opinion from many different journals and newspapers.

BYARS, BETSY. The animal, the vegetable, and John D Jones; il. by Ruth Sanderson. 150p $9.95; lib bdg $9.89 1982 Delacorte Press

ISBN 0-440-00122-6; 0-440-00131-5 (lib bdg) LC 81-69665

"Clara and Deanie are happy and excited about spending a vacation with their divorced father until he says, 'Did I mention that a friend of mine, Delores Jones, and her son will be sharing the beach house with us?' Never known to agree on much, Clara and Deanie immediately join forces against John D. Jones. For his part John D takes one look at the girls and christens them the Animal and the Vegetable. It's clear the vacation is a fiasco. Then . . . Clara makes a dreadful mistake. Suddenly everyone, including John D. understands how tragedy and loss can transform even a vegetable or an animal into someone you love." (Publisher's note) "Grades four to seven." (SLJ)

Bull C C B 35:182 Je '82 140w

Reviewed by Margery Fisher
Growing Point 21:3933 Jl '82 140w

"While there was no sudden metamorphosis in the protagonists, both John D and Deanie were forced to acknowledge their inadequacies, their need for love, and their fondness for Clara. Notable for its probing of adolescent psyches, the novel creates believable characters—flawed human beings, whose punishment for misbehavior is living with the consequences of their actions. Spare and wryly humorous, the novel maintains a brisk pace while preserving intensity." M. M. Burns

Horn Bk 58:294 Je '82 350w

"[In her latest book, Byars] a former Newbery Award winner, has chosen [a] . . . seasonal theme: summer vacation, and how resentful children cope with single parent holidays. . . . Learning tolerance is what [this book is] about. . . . [Mrs. Byars is] wise to the ways of fear of loss, adolescent snobbery and conformism, the way kids' antennae are tuned to every nuance of change and difference, and [she] wants [her] young readers to gain a bit of this wisdom." Michele Slung

N Y Times Bk R p14 My 30 '82 350w

Reviewed by P. D. Pollack
SLJ 28:67 Ap '82 180w

"[This book] explores with great subtlety the conflict that can arise between siblings, between children and their parents, and between families when brought together in confined surroundings. Betsy Byars is an American writer with a successful string of children's books to her credit. Although this one is set firmly in the United States (with some expressions unfamiliar to British readers), the characters and situations will be universally recognized. . . . Many a child (and adult) will readily understand why John D. chooses to put himself into such an uncomfortable position, and why Clara feels constrained to test her own physical endurance to the point of danger. A thoughtful, entertaining book for nine-year olds." Brian Baumfield

TLS p794 Jl 23 '82 350w

BYKOV, VASIL. Pack of wolves; tr. from the Russian by Lynn Solotaroff. 181p $10.50; lib bdg $9.89 1981 Crowell

ISBN 0-690-04114-4; 0-690-04115-2 (lib bdg) LC 80-2456

"Levchuk, an elderly man, has made a long trip to see someone in another town, someone who doesn't expect him and . . . won't know him: Victor, whose father Levchuk had known thirty years before. Nodding in the sunshine as he waits for Victor to come home, Levchuk remembers . . . and the things he remembers include hiding from the Germans and their dogs when he was a soldier, rescuing the newly-born infant son of Klava, the group's radio operator, fleeing through a swamp with the infant after Klava was killed, shouting that the child's name was Victor as he handed him over. . . . Grade seven and up." (Bull C C B)

"A story within a story, this capably-translated Russian tale of a post-war search is both stirring and poignant. Save for the infant whose rescue is described in the inner story, there are no child characters, yet the pace, suspense, and setting should appeal to adolescent readers. . . . Well-paced and dramatic, a story written with a good sense of theater."

Bull C C B 35:82 Ja '82 190w

"While this story contains a number of noteworthy strengths—in particular, the depiction of Griboyed, one of Levchuk's comrades, and the description of Levchuk's reactions when Klava, another companion, gives birth to a son (Victor) —much of the action fails to hold our interest because the characters lack the necessary development. We do not learn enough about their thoughts, hopes, and fears to engage our full sympathy. When, in the final chapter, the action returns to the present, and we learn that Levchuk, 'cherished his memories of the past; his life had meaning because he had once saved a tiny baby from a pack of wolves,' the impact of his experience does not have the force it might have." Karen Steinberg

Chr Sci Mon p15 S 30 '81 220w

"The final chase scene through the swamps is especially exciting. Though the opening pages tend to be sluggish and the setting is at first unclear, this is, nonetheless, an appealing, powerful tale of misery, war and personal courage." Robert Unsworth

SLJ 28:148 O '81 230w

CALDER, KENT E., jt. auth. The Eastasia edge. See Hofheinz, R.

CALDWELL, DAN. American-Soviet relations: from 1947 to the Nixon-Kissinger grand design. (Contributions in political science, no61) 283p $27.50 1981 Greenwood Press

327.73047 United States—Foreign relations—Soviet Union. Soviet Union—Foreign relations—United States

ISBN 0-313-22538-9 LC 80-27332

The author "describes three major issue areas of Soviet-American relations—crisis management, arms control, and commercial relations—during three periods between 1945 and 1975. He views them through the conceptual lens of a 'regime': 'norms, procedures, and/or organizations created to manage the activities of international actors.'" (Library J) Bibliography. Index.

"Caldwell intends 'to describe American-Soviet interactions in the crisis management, economic, and strategic-military issue areas from 1947 through 1976 and to analyze the attempt by Richard Nixon and Henry Kissinger to develop and implement a grand design and grand strategy for achieving a new international system.' This reworked dissertation is closer, however, to the world of the seminar table than to the world of great power politics. The style is wordy and inflated. Categorization and descriptive nomenclature pass for insight. . . . The book will appeal to a limited circle of like-minded students of international affairs."

Choice 19:1304 My '82 100w

"The book is especially strong on the Nixon-Henry Kissinger years, for which Caldwell supplemented published sources with interviews with U.S. officials. It is weakest in its overview of Soviet-American relations between 1947 and 1968 (Chapters 1 and 3), a section that those with basic knowledge of the Cold War can profitably skip. The writing style also is pedestrian in the first few chapters." R. B. Levering

J Am Hist 69:500 S '82 420w

"Caldwell does not really succeed in supplying an analytical innovation for the study of Soviet-American relations. . . . Events since 1975 . . . suggest the limited empirical value of the concept. The author's comparative study of the issue areas in different periods, however, is well-written recent history." Z. T. Irwin

Library J 107:182 Ja 15 '82 110w

CAMERON, SHARON. The corporeal self; allegories of the body in Melville and Hawthorne. 166p $12.95 1981 Johns Hopkins Univ. Press

813 American fiction—History and criticism. Melville, Herman—Moby-Dick. Hawthorne, Nathaniel—Tales

ISBN 0-8018-2643-8 LC 81-47602

This book's "thesis is that the subject of Moby-Dick and of Hawthorne's tales is the relation of identity to the human body and of both to the outside world, rather than the hermeneutic and epistemological inquires that the texts themselves invite, often as masks, displacements, or evasions of more primal issues. Within these issues, though, Melville and Hawthorne are seen as antithetical: Melville's fantasy is expansion of the self into the world, while Hawthorne's is a contraction of the self to a bodily part; Melville's characters dismember the outside world in order to incorporate it, while Hawthorne's mutilate their own bodies to reach a representative essence." (Library J)

"An important book for American literary scholarship, with far-reaching implications in both content and technique. . . . As a close reading of the texts in question, it is exemplary of the rewards of the new (by now, old) criticism. . . . In its integration of textual and thematic concerns with

Book reviews and biographical sketches can provide only some of the criteria for judging the quality of your research material. In the end, the final decision about the effectiveness of your data must be based on your own judgment. As you progress through college, it is hoped that your judgment and skill at doing research papers will increase with practice and experience.

The most important component of a good research paper is thought.

APPENDIX

AIDS TO RESEARCH

Style Manuals

Style manuals show you in detail how to write footnotes, set up a bibliography, and handle the mechanics of writing a research paper.

Items with a star (*) are especially useful.

General

Allen, Eliot D. *The Student Writer's Guide*, by E. D. Allen and Ethel B. Colbrunn. 5th ed. Deland, Fla.: Everett-Edwards, 1976 (Ref LB 2369 A 593 1976)

Allen, Eliot D. *A Short Guide to Writing a Research Paper, Manuscript Form, and Documentation*. by E.D. Allen and Ethel B. Colbrunn Rev ed. DeLand, Fla: Everett-Edwards, 1976, c1975. (Ref LB 2369 A59 1976)

Allen, George R. *The Graduate Students' Guide to Theses and Dissertation; A Practical Manual for Writing and Reserve*. San Francisco: Jossey-Bass, 1973. (LB 2369 A595)

*Campbell, William Giles, and others. *Form and Style: Theses, Reports, Term Papers*. 6th ed. Boston: Houghton Mifflin, 1982. (LB 2369 C3 1982 - Kept on permanent reserve.)

Dugdale, Kathleen. *A Manual of Form for Theses and Term Reports*. Rev. ed. Bloomington, Ind., 1962. (LB 2369 D8)

Dugdale, Kathleen. *A Manual on Writing Research*. Bloomington, Inc. 1962. (PE 1478 D8)

Dwight, John A. *How to write a Research Paper*. by John A. Dwight and Dana C. Speer. Mentor, Ohio: Learning Concepts, 1970.(Ref LB 2369 D86)

Fisher, John H. *The MLA Style Sheet*. 2nd ed. New York: Modern Language Association of America, 1970.

Macrorie, Ken. *Searching Writing: A Context Book*. Rochelle Park, NJ: Haysten Book Co., 1980. PE 1408 M33253.

**MLA Handbook for Writers of Research Papers, Theses, and Dissertations.* New York: Modern Language Association of America, 1977. (LB 2369 M53)

Polking, Kirk. The Beginning Writer's Handbook, by Kirk Polking and Jean Chemsky. Cincinnati: Writer's Digest, 1968. (PN 147 P6.4)

Pugh, Griffith T. Guide to Research Writing. 2nd ed. Boston: Houghton Mifflin, 1963. (PE 1478 P8)

Skillin, Marjorie E. Words Into Type. 3rd ed. Englewood Cliffs, NJ: Prentice-Hall, 1974. (Ref PN 160 552 1974)

*Turabian, Kate L. A Manual For Writers of Term Papers, Theses and Dissertations. 4th ed. Chicago: University of Chicago Press, 1973. (Based on Chicago University Press Manual of Style). (LB 2369 T8 1973)

Williams, Cecil Brown. A Research Manual for College Studies and Papers. 3rd ed. New York: Harper and Row, 1963. (Ref LB 2369 W5)

History

Gray, Wood, et al. Historian's Handbook: A Key to the Study and Writing of History. 2nd ed. Boston: Houghton Mifflin, 1964.

Science and Technology

American Chemical Society. Handbook for Authors of Papers in American Chemical Society Publications. Washington: ACS, 1978. (T 11 A4 1978)

American Institute of Physics, Publications Board. Style Manual. Rev. ed. New York: American Inst. of Physics, 1973.

American Mathematical Society. A Manual for Authors of Mathematical Papers. 4th ed. Providence, RI: American Mathematical Soc., 1971.

Council of Biology Editors, Committee on Form and Style. CBE Style Manual. 4th ed. Washington, DC: American Inst. of Biological Sciences, 1978. (Ref QH 304 C68 1978)

Erlich, Eugene H. The Art of Technical Writing: A Manual for Scientists, Engineers, and Students, by Eugene Ehrlich and Daniel Murphy. New York: Crowell, 1964. (T 11 E3.5)

Fieser, Louis Frederick. Style Guide for Chemists, by Louis F. and Mary Fieser. New York: Reinhold, 1960. (QD 7 F5)

Garn, Stanley M. Writing the Biomedical Research Paper. Springfield, Ill.: C.C. Thomas, 1970. (Ref R 119 G36)

Gensler, Walter J. Writing Guide forChemists, by W.J. Gensler and K.D. Gensler. New York: McGraw-Hill, 1961. (T 11 G4)

Morris, Jackson E. Principles of Scientific and Technical Writing. New York: McGraw-Hill, 1966. (T 11 M5.8)

Pearsall, Thomas E. Audience Analysis for Technical Writing. Beverly Hills, CA: Glencoe, 1969. (T 11 P3.9)

Smith, Richard W. Technical Writing. New York: Barns and Noble, 1968. (T 11 S5.8)

Souther, James W. Technical Report Writing, by James W. Souther and Myron L. White. 2nd ed. New York: Wiley, 1977. (T 11 S65 1977)

Weisman, Herman M. Basic Technical Writing. 2nd ed. Columbus, Ohio: Merrill, 1968. (T 11 W4.3)

Wellborn, Grace (Pleasant). Technical Writing, by G.P. Wellborn, L.B. Green and K.A. Nall. Boston: Houghton Mifflin, 196_, (PE 1475 W4)

Engineering

Engineers Joint Council, Committee of Engineering Society Editors. Recommended Practice for Style of References in Engineering Publications. New York: Engineers Joint Council, 1966.

Social Sciences

*American Psychological Association. Publications Manual of the APA. 2nd ed. Washington, D.C.: American Psychological Assn., 1974. (Ref BF 76.7 A4.6)

Linton, Marigold. A Simplified Style Manual for the Preparation of Journal Articles in Psychology, Social Sciences, Education and Literature. Englewood Cliffs, N.J.: Prentice-Hall, 1972. (Ref PN 147 L46)

Mullins, Carolyn J. A Guide to Writing and Publishing in the Social and Behavioral Sciences. New York: Wiley, 1977. (Ref H 91 M8)

Sternberg, Robert J. Writing the Psychology Paper. Woodbury, NY: Barron's Educational Series, 1977. (Ref BF 76.8 S7.3)

Tallent, Norman. Psychological Report Writing. Englewood Cliffs, NJ: Prentice-Hall, 1976.

Business and Management

Ironman, Ralph. Writing the Executive Report; A Guide...for Science, Technology and Management. New York: Funk and Wagnalls, 1966. (PE 1478 I7)

Shurter, Robert Le Fevre. Business Research and Report Writing, by R.L. Shurter and others. New York: McGraw-Hill, 1965. (PE 1478 S4.7)

Critical Reviews

Allen, Eliot D. A Short Guide to Writing a Critical Review, by E.D. Allen and Ethel B. Colbrunn. Deland, Fla.: Everett-Edwards, 1976. (Ref PN 98 B7 A4)

Music

Irvine, Demar, ed. Writing About Music: A Style Book for Reports and Theses. 2nd ed. Seattle: Univ. of Washington Press, 1968. (ML 3797 I79 1968)

How To Do Research

Barzun, Jacques. The Modern Researcher, by Jacques Barzun and Henry F. Graff. New York: Harcourt, Brace, Jovanovich, 1977. (D 13 B334 1977)

Coyle, William. Research Papers. 2nd ed. New York: Odyssey Press, 1965. (Z 253 C6x)

Hook, Lucyle. The Research Paper. 3rd ed. Englewood Cliffs, N.J.: Prentice-Hall, 1964. (PE 1478 H6)

Kehler, Dorothea. Problems in Literary Research: A Guide to Selected Reference Works. Metuchen, N.J.: Scarecrow Press, 1975. (Ref PN 523 K4x)

Lester, James D. Writing Research Papers. Glenview, Ill.: Scott, Foresman, 1967.

Morse, Grant W. Concise Guide to Library Research. 2nd ed. New York: Fleet Academic Eds., 1975. (Ref Z 1035.1 M6 1975)

Pugh, Griffith T. Guide to Research Writing. 2nd ed. Boston: Houghton Mifflin, 1963. (PE 1478 P8)

Usage

Bernstein, Theodore M. *The Careful Writer*. New York: Atheneum, 1965. (PE 1460 B4.617)

Bernstein, Theodore M. *Miss Thistlebottom's Hobgoblins: The Careful Writer's Guide*... New York: Farrar, Straus and Giroux, 1973. (PE 1460 B4627)

Bernstein, Theodore M. *Do's Dont's, and Maybe's of English Usage*. New York: Times Book, 1977. (Ref PE 1460 B4618)

Follett, Wilson. *Modern American Usage; A Guide*, ed. by Jacques Barzun. New York: Hill and Wang, 1966. (PE 2835 F6)

Fowler, Henry W. *A Dictionary of Modern English Usage*. 2nd ed. Oxford: Clarendon Press, 1965. (Ref PE 1628 F6.5 1965)

Graves, Robert. *The Reader Over Your Shoulder: A Handbook for Writers of English Prose*. 2nd ed. rev. New York: Vintage Books, 1979. (PR 751 G7 1979).

Kierzek, John M. *The Macmillan Handbook of English*, by John M. Kierzek and Walker Gibson. 4th ed. New York: Macmillan, 1963. (PE 1408 K5.7)

Morris, William. *Harper Dictionary of Contemporary Usage*, by William and Mary Morris. New York: Harper and Row, 1975. (Ref PE 1680 M59)

*Strunk, William. *The Elements of Style*. New York: Macmillan, 1959. (PE 1408 S7.72)

CONCLUSION

Recall the allusion to Lewis Carroll's The Hunting of the Snark, with which we began this work. If you know the poem, you may remember than when the Baker finally found the Snark, it was a Boojum---and the Baker "softly and suddenly vanished away" and never was met with again! Your reward will be far more pleasant if you have diligently mastered the material in this guide. You will be able to find your way with confidence and ease around your undergraduate library, to save time gathering information for a research paper, and to locate precisely the data which you need to support your arguments. Who knows? You might even find you enjoy it!

END OF THE VOLUME.